Documentation

HiPath 500, HiPath 3000, HiPath 5000
OpenStage 60 T/80 T
OpenStage Key Module

User Guide

Communication for the open minded

Siemens Enterprise Communications
www.siemens-enterprise.com

SIEMENS

Important information

	For safety reasons, the telephone should only be supplied with power: • using the original power supply unit. Part number: L30250-F600-C14x (x: 1=EU, 2=UK, 3=US).
	Never open the telephone or a key module. Should you encounter any problems, contact the responsible service personnel.
	Use only original Siemens accessories. The use of other accessories may be hazardous and will render the warranty, extended manufacturer's liability and the CE marking invalid.

Trademarks

The device conforms to the EU directive 1999/5/EC as attested by the CE marking.

All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.

Proper disposal and separate collection of your old appliance will help prevent potential damage to the environment and human health. It is a prerequisite for reuse and recycling of used electrical and electronic equipment.

For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service, the shop where you purchased the product or your sales representative.

The statements quoted above are only fully valid for equipment which is installed and sold in the countries of the European Union and is covered by the directive 2002/96/EC. Countries outside the European Union may impose other regulations regarding the disposal of electrical and electronic equipment.

Location of the telephone

- The telephone should be operated in a controlled environment with an ambient temperature between 5°C and 40°C.
- To ensure good speakerphone quality, the area in front of the microphone (front right) should be kept clear. The optimum speakerphone distance is 50 cm.
- Do not install the telephone in a room where large quantities of dust accumulate; this can considerably reduce the service life of the telephone.
- Do not expose the telephone to direct sunlight or any other source of heat, as this is liable to damage the electronic components and the plastic casing.
- Do not operate the telephone in damp environments such as bathrooms.

Software update

During a software update, the phone must not be disconnected from the power supply unit or the phone line.
An update action is indicated by messages on the display and/or by flashing LEDs.

Product Support on the Internet

Information and support for our products can be found on the Internet: http://www.siemens-enterprise.com/.

Technical notes, current information about firmware updates, frequently asked questions and lots more can be found on the Internet at: http://wiki.siemens-enterprise.com/.

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General information

About this manual

This document contains general descriptions of the technical options, which may not always be available in individual cases. The respective features must therefore be individually defined in the terms of the contract.

If a particular function on your phone is not available to you, this may be due to one of the following reasons:

- The function is not configured for you or your telephone. Please contact your system support representative.
- Your communications platform does not feature this function. Please contact your Siemens sales partner for information on how to upgrade.

This user guide is intended to help you familiarize yourself with OpenStage and all of its functions. It contains important information on the safe and proper operation of your OpenStage phone. These instructions should be strictly complied with to avoid operating errors and ensure optimum use of your multifunctional telephone in the network.

These instructions should be read and followed by every person installing, operating or programming an OpenStage phone.

For your own protection, please read the section dealing with safety in detail. Follow the safety instructions carefully in order to avoid endangering yourself or other persons and to prevent damage to the unit.

This user guide is designed to be simple and easy to understand, providing clear step-by-step instructions for operating your OpenStage phone.

Administrative tasks are dealt with in a separate manual. The Quick Reference Guide contains quick and reliable explanations of frequently used functions.

Service

The Siemens service department can only help you if you experience problems or defects with the phone.
Should you have any questions regarding operation, your specialist retailer or network administrator will gladly help you.
For queries regarding connection of the telephone, please contact your network provider.

If you experience problems or defects with the phone, please dial the service number for your country.

Intended use

The OpenStage phone was designed as a device for voice transmission and should be used on a desk. Any other use is regarded as unauthorized.

Telephone type

The identification details (exact product designation and serial number) of your telephone can be found on the nameplate on the underside of the base unit. Specific details concerning your communications platform can be obtained from your service technician.
Please have this information ready when you contact our service department regarding faults or problems with the product.

Speakerphone quality and display legibility

- To ensure good speakerphone quality, the area in front of the telephone (front right) should be kept clear.
  The optimum handsfree distance is 20 in. (50 cm).
- Proceed as follows to optimize display legibility:
  – Turn the phone to tilt the display. This ensures you have a frontal view of the display while eliminating light reflexes.

Multi-line telephone, executive/secretary functions

Your OpenStage 60/80 T is a "multi-line telephone". This means that your service personnel can configure multiple lines on your phone, which is not the case with single-line phones. Each line is assigned an individual phone number which you can use to make and receive calls.
The programmable sensor keys function as line keys on multi-line phones → page 134.

When using a multi-line phone to make and receive calls, certain particulars must be taken into account → page 135 ff.
The executive-secretary configuration is a special case. This is a multi-line telephone with special features (e.g. "Ring Transfer" and "Accept call"), configured especially for executive/secretary use → page 133 ff.

Team functions

To increase the efficiency of telephony, your service personnel can configure various Team functions such as pickup groups, hunt groups, and call distribution groups.

Getting to know your OpenStage phone

The following sections describe the most frequently used operating elements and the displays on your OpenStage phone.

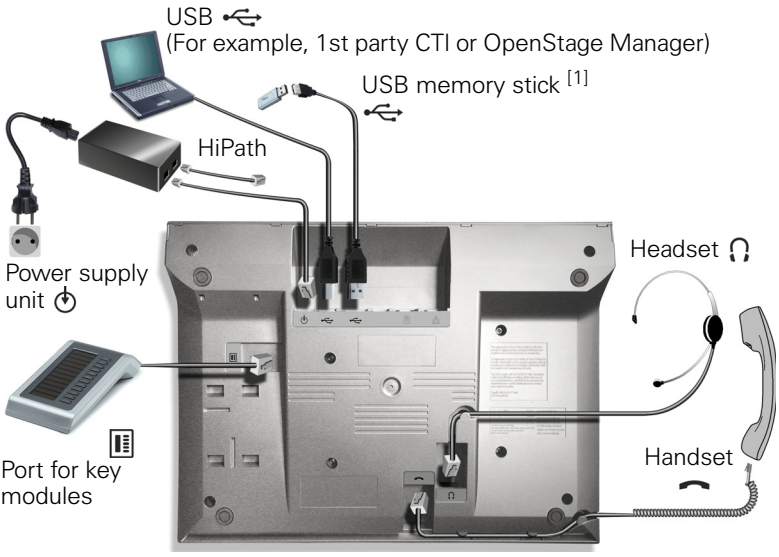
The only difference between the OpenStage 80 T and OpenStage 60 T is in their casing.

The user interface of your OpenStage 60 T/80 T

The diagram shows an OpenStage 60 T, the description applies to both product variants.

1	You can make and receive calls as normal using the **handset**.
2	The large **graphic display** permits intuitive operation of the phone → page 25.
3	Using the **mode keys** you can conveniently use the phone's applications. To select a tab within an function press the relevant key repeatedly until the required tab is displayed → page 19.
4	Use the **TouchGuide** to navigate conveniently through the applications on your telephone → page 20.
5	You can customize your telephone by assigning phone numbers and functions to the **programmable sensor keys** → page 22.
6	The **function keys** allow you to call up the most frequently used functions during a call (e.g. Disconnect) → page 18.
7	**Audio keys** are also available, allowing you to optimally configure the audio features on your telephone → page 18.
8	The **TouchSlider** allows you to adjust the current volume (e.g. telephone rings - ringer volume) → page 18.
9	Incoming calls are visually signaled via the **call display**.
10	The **keypad** can be used to enter phone numbers and text → page 24.

Ports on the underside of the phone



OpenStage operating features

OpenStage	80 T	60 T
Display type	Color TFT 320x240	Color TFT 320x240
Illuminated display	✓	✓
Programmable sensor keys	8	8
Full-duplex speakerphone function	✓	✓
Headset	✓	✓
Bluetooth	✓	✓
USB master/slave[1]	✓	✓
Interface for key modules	✓	✓
OpenStage phone adapter	✓	✓

[1] Use an extension cable such as C39195-Z7704-A5 to connect the USB memory stick. The port is not suitable for USB hubs.

OpenStage Manager

This program offers an additional option for tailoring your phone to your personal needs.

OpenStage Manager is suitable for the following models:

- OpenStage 60 (SIP/HFA)
- OpenStage 60 T
- OpenStage 80 (SIP/HFA)
- OpenStage 80 T
- OpenStage 60 G / 80 G (SIP/HFA)

Features

- Phonebook management
- Assignment of images to contacts
- Synchronization of contacts
- Save and restore
- Key programming
- Screensaver
- Ring tones

Contact your service personnel for the latest version of OpenStage Manager.

OpenStage Key Module

The OpenStage Key Module is a key module attached to the side of the phone that provides 12 additional illuminated, programmable keys. Like keys on the phone, these keys can be programmed and used according to your needs → page 22.

The diagram shows an OpenStage Key Module for OpenStage 80 T.

You can attach up to two OpenStage Key Modules to your OpenStage 60 T/80 T.

Keys and controls

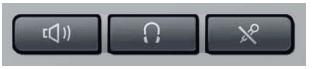
Function keys

Key	Function when key is pressed
	End (disconnect) call → page 49.
	Call forwarding[1] → page 79.
	Key currently has no function.

[1] If the LED key flashes on the phone, your phone was configured as a forwarding destination.

Audio controls

Audio keys



Key	Function when key is pressed
	Activate/deactivate the loudspeaker → page 44.
	Activate/deactivate headset → page 55.
	Activate/deactivate microphone (also for speakerphone mode) → page 50.

TouchSlider

Similar to the TouchGuide → page 20, you can set properties for your telephone, such as the volume, by sliding your finger over the TouchSlider.

Icon used in the manual:

The blue illuminated slider control displays the volume setting for the current tone (ring tone, handset tone and loudspeaker tone). You can adjust the volume by moving the slider left or right.

Set the lamp brightness of the TouchSlider → page 157.

Mode keys

These sensor keys allow you to switch to the required application with the simple stroke of a key. To select a tab within an application press the relevant key repeatedly until the required tab is displayed.

Key	Function when key is pressed	LED display
	Display telephony interface → page 33	Blue: Application is active
	Display phonebooks → page 34	Blue: Application is active
	Display call lists → page 37	Blue: Application is active White: New entry in call list
	Display messages → page 39	Blue: Application is active White: New voicemail
	Display user/applications menu → page 40	Blue: Application is active
	Display Help function → page 42	Blue: Application is active

The icons for the mode keys also appear on the display → page 31.

TouchGuide

Before using the telephone, remove the protective covering from the TouchGuide ring surface.

With this control, you can manage most of your phone's functions, as well as its displays.

Operation	Functions when key is pressed
Press	In idle mode: • Open the idle menu → page 28 In lists and menus: • Go to next level Entry selected: • Perform action You can now access a context menu: • Open the context menu
Press	In lists and menus: • One level back Entry selected: • cancel action In input fields: • Delete character to the left of the cursor
Press	In lists and menus: • Scroll down • Hold down: Jump to the end of the list/menu
Press	In lists and menus: • Scroll up • Hold down: Jump to the start of the list/menu
Move your finger around the inner wheel	In lists and menus: • Scroll up or down In input fields: • Select a character in the display keyboard → page 26 • Set sensitivity → page 158.
Press	Entry selected: • Perform action • Initiate call In idle mode: • Open the idle menu → page 28

Browsing in the call list and phonebook tabs

If you are in the phonebook, you normally navigate between the "Personal" and "Corporate" tabs using the key or if you are in the call lists you navigate between the "Missed", "Received", "Dialled" and "Forwarded" tabs using the key,

Alternatively you can use the TouchGuide to navigate between the tabs.

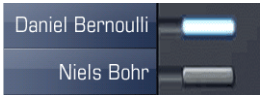
Firstly enter the tab line using the key and then browse left or right using the and keys. Once you have reached the required tab, press the or key to enter the corresponding selection list.

If you are in one of the phonebook or caller lists or in one of the settings menu, you are go back to the telephony interface by repeatedly pressing the key.

Programmable sensor keys

Your OpenStage 60 T/80 T has eight illuminated sensor keys to which you can assign functions or numbers.

Increase the number of programmable sensor keys by connecting a key module → page 17.



Depending on how they are programmed, you can use the sensor keys as:

- Function keys → page 87
- Repdial keys → page 93
- Procedure keys → page 91

You can program internal and external station numbers on the second level for all programmable sensor keys (except the Shift key). The LED function is not available for internal station numbers on the second level.

Touch the key to activate the programmed function or dial the stored number.

Press and hold a function key or repdial key to open a menu for programming it. Direct station selection (DSS) keys can only be programmed via the service menu.

A label indicating the key's function is displayed to the left of the key; it cannot be changed. You can change the labels for repdial or DSS keys according to your requirements → page 94.

The status of a function is shown by the LED on the corresponding sensor key.

Meaning of LED displays on function keys

LED		Meaning of function key
■	Off	The function is deactivated.
⚡	Flashing[1]	Indicates the function status.
▭	On	The function is activated.

[1] In this manual, flashing sensor keys are identified by this icon, regardless of the flashing interval. The flashing interval represents different statuses, which are described in detail in the corresponding sections of the manual.

The programmable sensor keys on multi-line phones function as trunk keys → page 134.

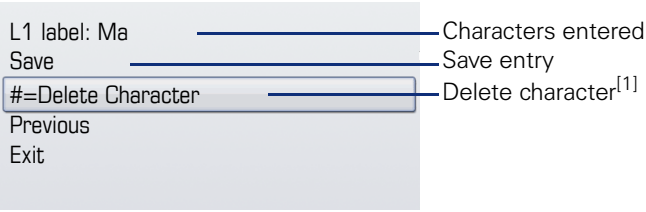
Text input

Example: Changing the key label → page 94.

Enter the required characters via the keypad.

Select the functions using the keys ◯ and ◯.

Confirm your entry with OK.



[1] Alternatively, press the key #

Character overview (depends on the current language setting)

Key	1x	2x	3x	4x	5x
1 ␣	[1]	1			
2 abc	a	b	c	2	
3 def	d	e	f	3	
4 ghi	g	h	i	4	
5 jkl	j	k	l	5	
6 mno	m	n	o	6	
7 pqrs	p	q	r	s	7
8 tuv	t	u	v	8	
9 wxyz	w	x	y	z	9
0 +	+	.	-	0	
*	[2]				
#	[3]				

[1] Space

[2] Next letter in upper case

[3] Delete character

Keypad

Text input

In cases where text input is possible, you can use the keypad to input text, punctuation and special characters in addition to the digits 0 to 9 and the hash and asterisk symbols. To do this, press the numerical keys repeatedly.

Example: To enter the letter "h", press the number 4 ghi key on the keypad twice. When entering the text, all available characters for this key are displayed. After a short while, the character in focus is displayed in the input field.

To speed up the input, you can confirm your entry by pressing "OK" on the TouchGuide after you have selected the required character. To enter a digit in an alphanumerical input field, press the relevant key and hold it down. You no longer need to scroll through the entire list of possible characters.

Alphabetic labeling of dial keys is also useful when entering vanity numbers (letters associated with the phone number's digits as indicated on the telephone spell a name, e.g. 0700 - PATTERN = 0700 - 7288376).

Multi-function keys

Function	*	#
Long press (key held down)	Turn ringtone on/off → page 110.	Turn phone lock on/off → page 114.
Key label → page 23.	Next letter in upper case.	Delete character.
Display keyboard → page 26	Write special characters.	Switch between upper and lower-case text and number entry.

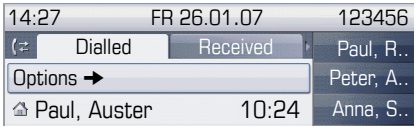
Graphic display

Your OpenStage 60 T/80 T is equipped with a tilt-and-swivel color display → page 15.

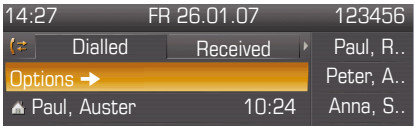
Appearance

You can customize your display to suit your personal requirements:

- Angle the display as required → page 12.
- Angle the display as required → page 12. Select your preferred display design → page 156.



Crystal Sea



Warm Grey

Status bar

The time, weekday, date, and your phone number are displayed in the status bar.

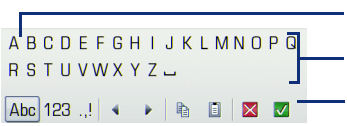
In addition, different icons represent different situations and switches:

Icon	Explanation
	The ring tone is deactivated → page 110
	The "Do not disturb" function is activated → page 111
	The phone lock is activated → page 114
	The Bluetooth function is activated → page 166

Display keyboard

Simple text and characters can also be entered at any time using the keypad → page 24.

Depending on the context, the display keyboard is displayed with different elements.



Use the TouchGuide to operate the display keyboard → page 20.

Operation	Function
Move your finger around the wheel	Set the focus on the next/previous element
Press OK	Select the element in focus (enters the character or performs the function)
Press ⮌	Delete character to the left
Press →	Set focus to ✓

You can select the following functions from the function bar:

Element	Explanation
Abc	Switch to upper/lower case characters for first letter of words (initial letter upper case, all subsequent letters lower case).
abc	Switch to lower case characters.
123	Switch to numeric characters
.,!	Switch to punctuation and special characters
◄ ►	Move cursor one character to the right/left
	Copy entire content of the active field to the clipboard
	Insert clipboard content at cursor position. Existing content is not overwritten.
	Cancel action without changes.
	Confirm changes.

Character overview (depends on the current language setting)

Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x	11x	12x	13x	14x
1 ␣	1	[1]												
2 abc	a	b	c	2	ä									
3 def	d	e	f	3										
4 ghi	g	h	i	4										
5 jkl	j	k	l	5										
6 mno	m	n	o	6	ö									
7 pqrs	p	q	r	s	7	ß								
8 tuv	t	u	v	8	ü									
9 wxyz	w	x	y	z	9									
0 +	0	+												
* [2]	.	*	#	,	?	!	'	-	(	)	@	/	:	_
#	[3]													

[1] Space

[2] Additional special characters are available on the display keyboard

[3] Switch between upper and lower-case text and number entry

Context-dependent displays

Depending on the situation at hand, the graphic display on your OpenStage phone displays different content, to which you can respond intuitively.

Idle mode

If there are no calls taking place or settings being made, your OpenStage is in idle mode.
In addition to the status bar and the programmable sensor key list, the graphic display offers a wide range of context-dependent displays.

Status bar → page 25

Label for the programmable sensor keys list → page 22

Context-dependent displays → page 28

Idle menu

In idle mode, press ➔ on the TouchGuide → page 20 to display the idle menu. You can call up various functions here. The sequence and status of the entries correspond to the status of the function.

It may contain the following entries:

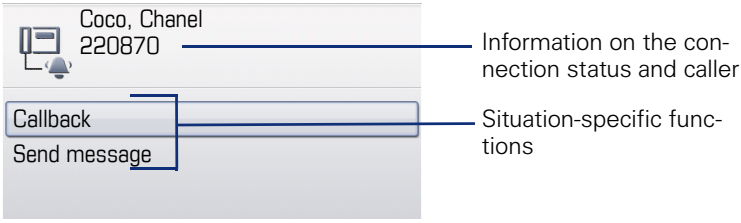
- Caller list
- Forwarding on
- Lock phone
- Do not disturb on
- Advisory msg. on
- Ringer cutoff on
- Send message
- View callbacks[1]
- Phonebook
- HF answerback on
- Join group
- Suppress call ID
- Call waiting tone off
- DISA intern

[1] Only appears if callback requests are saved

Telephony dialogs

The dialogs in the lower area of the display prompt you to input data or provide you with information about the call states.

Example: You dialed the phone number of a contact saved in the phonebook.



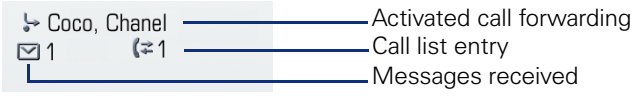
The pop-up menu (→ page 30) provides functions suited to the situation, which you can select and confirm using the TouchGuide → page 20.

Messages

The messages displayed in the upper left area of the display advise you of current settings or events.

Example:

- Call forwarding is activated for all calls. All calls are forwarded to the party named "Coco Chanel"[1] .
- You received a message while you were absent.
- A call list contains a new entry



Explanation of all message icons:

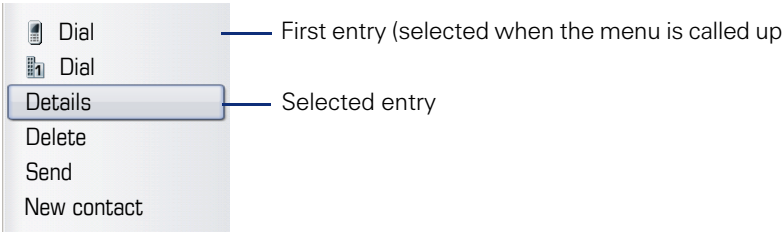
Icon	Explanation
	You have received one or more new messages
	One or more new entries have been added to the call lists
	Call forwarding is active

[1] The display depends on whether you defined a party from the personal phonebook or the system phonebook as the forwarding destination.

Context menus

If the arrow icon ➔ appears next to a selected entry, additional menu levels or selection options are available in the form of a context menu. Navigate through these options using the TouchGuide → page 20.

You can set context menus to automatically close in certain situations (for example, during a connection) → page 172. You can also select the display duration → page 172.



Pop-up window

In certain situations, a pop-up window opens automatically in the lower third of the display.

Pop-up menu

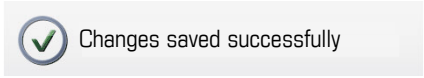
You will be prompted to use a pop-up menu to select situation-dependant functions and to confirm them or to make entries.
You can use the TouchGuide to navigate within the pop-up menu → page 20.

Example:
The following pop-up menu opens after you change a setting and press the ⮌ key on your TouchGuide.

Pop-up message

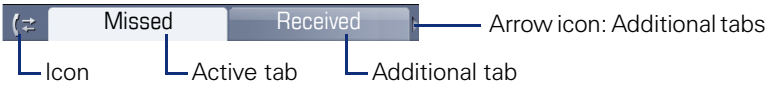
Pop-up messages only indicate actions or states for which further action is not required.

Example:
The following pop-up message appears briefly when you change a setting.



Application tab

In many cases you can select further content within an application using tabs.



Example: Press the mode key to open the call lists → page 19. Press this key repeatedly to switch between the various tabs.

The icon displayed to the left of the tab indicates the application you are currently working in.

Icon	Explanation
	Telephony interface → page 33
	Phonebooks → page 34
	Call lists → page 37
	Messages → page 39
	Menu → page 40
	Help function → page 42

Applications available on your OpenStage phone

The following descriptions provide an overview of the various applications available on your OpenStage phone.

Application navigation

Activating an application

You can switch to the relevant application using the mode keys → page 19.

Scrolling through application tabs

If an application has more than one tab, you can press a mode key repeatedly to select the relevant tab → page 31.

Scrolling through lists

You can use the TouchGuide to scroll through entries and confirm the functions you want → page 20.

Opening context menus

If the arrow ➔ appears beside an entry, a context menu is available for this entry → page 30.

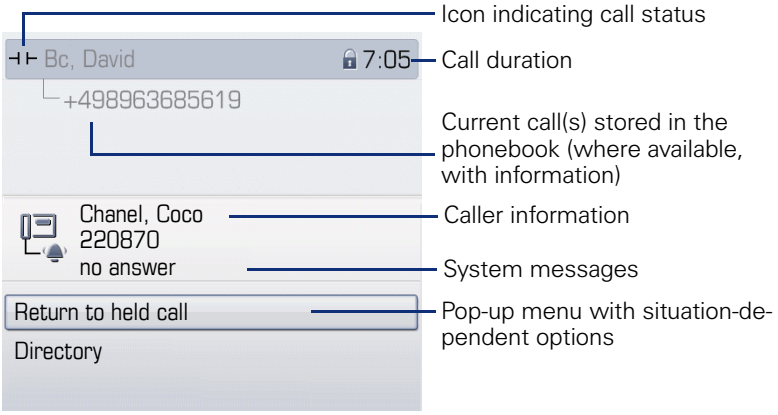
Telephony interface

Additional information is displayed in the telephony interface when your phone rings, when you dial a number or during a call, for instance.

The same information is available on multi-line telephones for the selected line in the "Overview" tab.

To access the menu: Press the ☰ key.

Example:



Icons for frequent call states

Icon	Explanation
	The call is active.
	The call has been disconnected.
⊣ ⊢	You have placed the call on hold (e.g. consultation hold).
⊢	Your call partner has placed the call on hold.

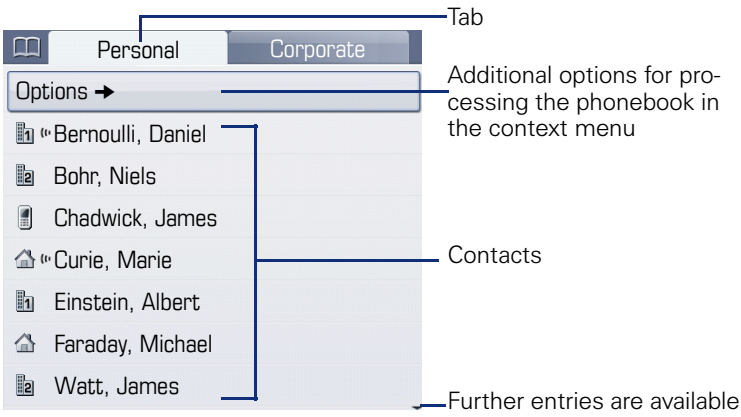
Detailed descriptions of the various functions can be found in the sections "Making calls – basic functions" → page 43 and "Making calls – enhanced phone functions" → page 55.

Phonebooks

In addition to the personal phonebook, this application contains entries from other directory services such as an LDAP corporate directory and the company's internal phonebook.

To access the menu: Press ⊞ repeatedly until the required tab is displayed.

Example:

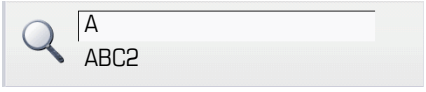


Phonebook icons

Icon	Explanation
	Primary business number
	Secondary business number
	Mobile phone number
	Private phone number
	The phone number is not saved in the personal phonebook.

Search contacts

When in the phonebook or directory list view, press the keypad key that corresponds to the first letter of your search term.
A field opens for you to enter the search term:



Enter your search term using the keypad → page 24.

The cursor jumps to the first entry in the list that matches the character you entered in the search field.

Personal phonebook

The "Personal" tab contains your personal phonebook. You can store up to 1000 contacts in this phonebook. The entries are sorted in alphabetical order in the phonebook list and displayed with the icon for the specified default phone number.

There are two ways of creating new contacts:
- Via the phonebook list context menu → page 96

Contact details

The type of data displayed for a call in the telephony interface → page 33 is dependent on the information you have stored for the contact in your personal phonebook.

A contact consists of the entry in the "First name" or "Last name" fields and at least one phone number → page 96.

In addition, you can store non-telephony-specific data (e.g. address, function, etc.) for each entry.

You can store several phone numbers for each contact. In this case, however, you should define a preferred number → page 97.

Classify your contacts into groups → page 100.

Store a picture of the contact → page 97.

Managing contacts

All saved contacts are listed in alphabetical order in the "Personal" tab.

You can use the "Options" context menu to
- create new contacts → page 96
- define contact display format → page 99
- sort contacts into groups → page 100
- delete the entire phonebook list → page 99

To manage your contact data professionally and to synchronize your data with the Outlook e-mail program, we recommend using OpenStage Manager → page 16.

Using contacts

The following functions are available via the context menu of a selected contact:
- Calling a contact → page 59
- Editing a contact → page 98
- Deleting a contact → page 99

LDAP directory

If you have access to an LDAP directory (contact the responsible service personnel), you can search contacts in a company-wide directory.

Searching for a contact

- Searching for an entry → page 102

Using a contact

- Call contact → page 61

System phonebook

The "System" tab contains the central speed-dial directory, which is configured and maintained by your service personnel. This directory contains all internal phone numbers and speed-dial numbers that were assigned a name.

- Dialing from the system phonebook → page 61
- Dialing with system speed-dial numbers → page 62

Call lists

All calls and numbers dialed on your phone are logged in chronological order in call lists.

Callers with suppressed numbers cannot be saved in the call lists.

The following call lists are displayed individually on separate tabs:

- "Missed" tab: missed calls
- "Received" tab: answered calls
- "Dialled" tab: dialed numbers

Callers with suppressed numbers cannot be saved in the call lists.

When new entries are added to the call lists, a message appears (→ page 29) on the idle display and the LED of the mode key (→ page 19) lights up white.

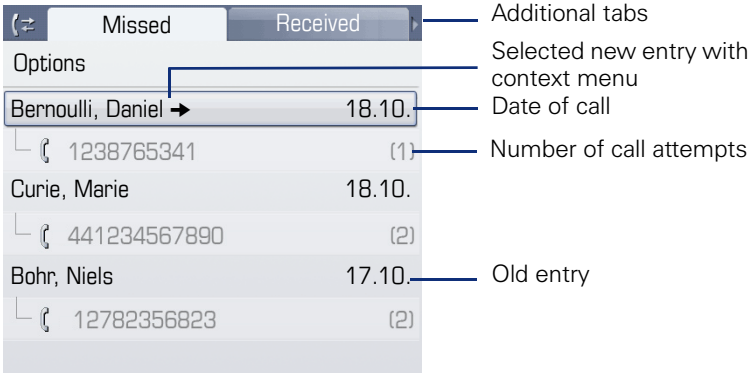
To access the menu: Press repeatedly until the required tab is displayed.

Managing call lists

Each call list may contain up to 30 entries. Once this limit is reached, the oldest entry in the log is deleted.

Multiple calls from the same number are only listed once. The number of call attempts is logged in the "Details" context menu.

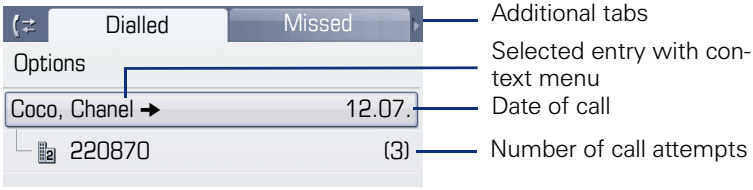
Example: "Missed" tab



You can select the following function in the "Options" context menu:

- Delete All → page 104

Example: "Dialled" tab



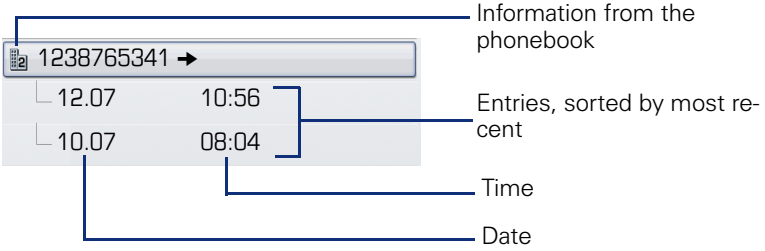
The following functions are available via the context menu of a selected entry:

- Dial → page 59
- Details → page 104
- Delete → page 104
- Transfer entry to personal phonebook → page 105

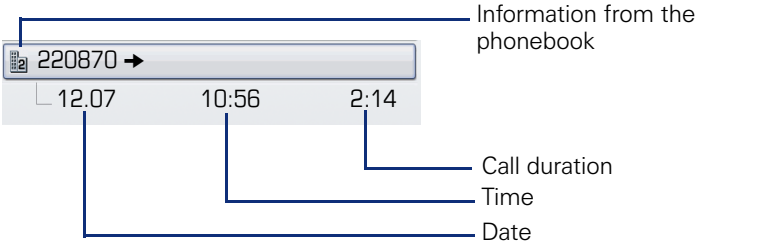
Entry details

Up to ten call attempts/calls can be stored under "Details" for each entry.

Example: entry in the "Missed" tab



Example: entry in the "Dialled" tab



In this view, the context menu contains the following entry:

- Dial → page 59

If a caller is already entered as a contact in the local phonebook, the stored data is displayed.

Mailbox

Depending on the type and configuration of your communications platform (contact the relevant service personnel), messages from services, such as HiPath Xpressions are displayed in this application in addition to messages received.

"Messages" and/or "Voicemail" are displayed in the tab "Messages".

Messages

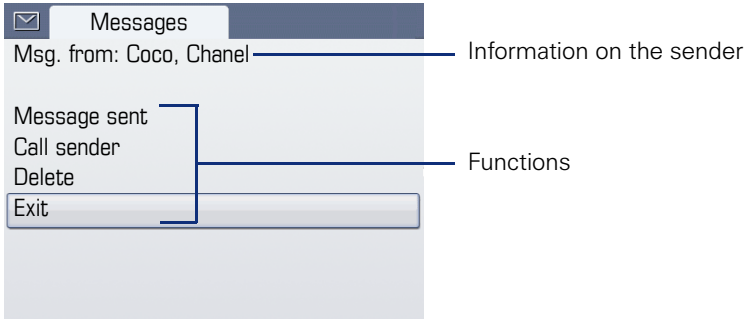
You can send short text messages to individual internal stations or groups.

In idle mode (→ page 28) the following signals alert you to the presence of new messages:

- ✉ key LED illuminates
- Display → page 29.

To access the menu: Press the ✉ key. The "Messages" tab is active.

Example:



For a description of how to edit the entries → page 119.

Voicemail

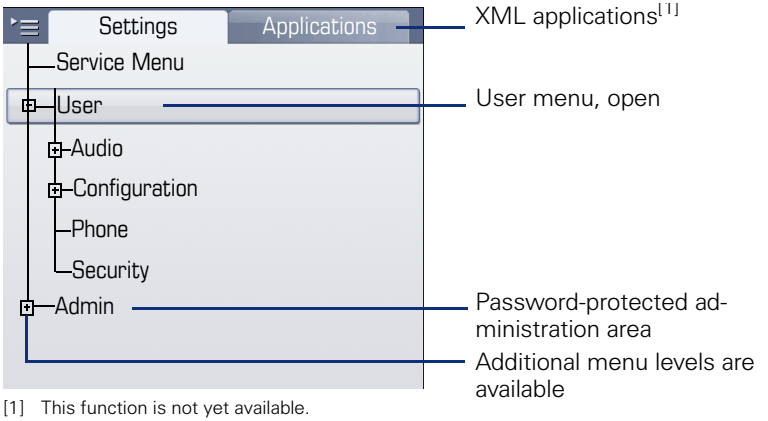
If your telephone is connected to a voicemail system (such as Entry Voice Mail), the Mailbox key will also light up to alert you to any messages that have arrived.
An appropriate message also appears on the display (for instance, in Entry Voice Mail: "<x> new messages").

To play back your voicemail, follow the instructions on the display.

Menu

This menu includes a configuration area for users and administrators, as well as an area for any available applications (contact service personnel).

To access the menu: Press the ☰ key.



[1] This function is not yet available.

Settings – Service Menu

Open the Program/Service menu in your communication system and use the comprehensive functions it offers.

To access the menu: Press ☰ repeatedly until the "Settings" tab is displayed.

Confirm the "Service Menu" entry by pressing OK.

An overview of the maximum functions available can be found at → page 193.

Settings – telephone user menu

Here you can configure settings for your OpenStage.

To access the menu: Press ☰ repeatedly until the "Settings" tab is displayed.

Select and confirm the "User" entry using the TouchGuide → page 20.

If necessary, enter the user password → page 109.

The menu structure comprises several levels.

Go to the page references next to the menu entries below to view descriptions of the corresponding parameters.

Audio

Optimize the volumes, audio settings and ring tones of your OpenStage for your environment and according to your personal requirements.

Volumes → page 160

Settings → page 161, → page 163

Configuration

Call forwarding → page 79

Set up call forwarding for your telephone.

Context menu → page 172

Define whether context menus should close automatically, and define the display duration.

Bluetooth → page 166

Prepare your phone for Bluetooth operation.

Phone

Adjust the display design settings and program the sensor keys on your OpenStage.

Screensaver → page 153

Display → page 153

Key programming → page 79

Security

Protect your settings and data by assigning a password → page 109.

Reset user data

Delete all personal settings here → page 174.

Settings – administration

You can access the administration area via the "Admin" menu and by entering the administration password.
Refer to the administration manual supplied with your phone for more detailed information on this topic.

Help function

You can call up the "Help" function at any time, even during a call.

Calling up the "Help" function

Press ?. The "Help" function is activated.

If service personnel have activated a function on your phone, which continuously transmits operating data to a server, you will see the flashing icon in the upper display line.

Step by Step

Basic functions

Please read the introductory chapters "Getting to know your OpenStage phone" → page 14 and "Applications available on your OpenStage phone" → page 32 carefully before performing any of the steps described here on your phone.

Answering a call

Your OpenStage phone rings with the tone signal set when an incoming call is received. The call is also visually signaled on the call display.

- When you receive an internal call, your telephone rings once every four seconds (single-tone sequence).
- When you receive an external call, your telephone rings twice in rapid succession every four seconds (dual-tone sequence).
- When you receive a call from the entrance telephone, your telephone rings three times in rapid succession every four seconds (triple-tone sequence).
- If a call is waiting, you hear a short tone (beep) every six seconds.

Your service personnel can adjust the ring cadence for external and internal calls for you. In other words, different ring cadences can be set for different internal callers.

If transmitted, calling party information (name, phone number) appears on the graphic display.

An incoming call will interrupt any ongoing telephone setting operations.

Answering a call via the handset

The phone is ringing. The caller is displayed.

Lift the handset.

if nec. Set the call volume.

Step by Step

Answering a call via the loudspeaker (speakerphone mode)

Suggestions for using speakerphone mode

- Tell the other party that speakerphone mode is active.
- Adjust the call volume while speakerphone mode is active.
- The ideal distance between the user and the phone in speakerphone mode is about 50 cm.

The phone is ringing. The caller is displayed.

Press the key shown. The LED lights up.

or

Answer

Confirm.

The speakerphone function is activated.

if nec.

Set the call volume.

Ending a call

Press the key shown. The LED goes out.

or

Press the key shown.

Accepting a call via the headset

Prerequisite: A headset is connected.

Make sure your headset port is set up properly → page 162.

The phone rings. The key flashes.

Press the key shown.

if nec.

Set the call volume.

Step by Step

Switching to speakerphone mode

People present in the room can participate in your call.

Prerequisite: You are conducting a call via the handset.

Hold down the key and replace the handset. Then release the key and proceed with your call.

if nec.

Set the call volume.

U.S. mode

If your communication system is set to US mode (contact your service personnel), you do not have to hold down the speaker key when replacing the handset when switching to speakerphone mode.

Press the key shown.

Replace the handset. Proceed with your call.

if nec.

Set the call volume.

Switching to the handset

Prerequisite: You are conducting a call in speakerphone mode.

Lift the handset.

The LED key goes out.

Step by Step

Open listening

People present in the room can silently monitor your call.

You are recommended not to activate the speakerphone feature when using a Bluetooth headset → page 179 because depending on headset and environment, this can lead to reduced speech quality.

People present in the room can silently monitor your call.

Prerequisite: You are conducting a call via the handset.

Activating

Press the key shown. The LED lights up.

Deactivating

Press the lit key. The LED goes out.

Step by Step

Making calls

Off-hook dialing

Lift the handset.

Internal calls: Enter the station number.
External calls: Enter the external code and the station number.

The called party does not answer or is busy

Replace the handset.

En-bloc dialing

If "en-bloc dialing" is activated, the connection to the entered number is only set up when you have confirmed "Dial".

internal: Enter the station number.
External calls: Enter the external code and the station number.

if nec. Delete existing characters.

Dial — Confirm the option shown. The connection is set up.

The speaker key lights up. The party you are calling answers via loudspeaker. You can use speakerphone mode.

You can pick up the handset before or after dialing.

Step by Step

On-hook dialing

Internal calls: Enter the station number.
External calls: Enter the external code and the station number.

Your system may also be programmed so that you have to press the Internal key before you dial an internal number.
To call an external party, you have to enter an external code before dialing the party's telephone number (Prime Line is not active; contact your service personnel).

The other party answers with speaker:

Lift the handset.

or

On-hook dialing: Speakerphone mode.

The called party does not answer or is busy:

Press the key shown. The LED goes out.

Step by Step

Dialing with the headset connected

Prerequisite: The headset is connected.

internal: Enter the station number.
External calls: Enter the external code and the station number.

The headset key lights up.

The connection is established as soon as your input is complete.

Make sure your headset port is set up properly → page 162.

Dialing with DDS keys

Prerequisite: You have saved a number on a sensor key → page 93.

Press the programmable repdial key.

If the required phone number is on a different level, first press the programmed sensor key to shift levels "Layer X".

You can press the DDS key during a call and automatically initiate a callback→ page 51.

Ending a call

Replace the handset.

Press the key shown.

or

Press the key shown.

Rejecting a call

The phone is ringing. The caller is displayed.

Reject call

Select and confirm the option shown.

The connection is cleared down. The caller receives the message "Currently not possible".

Step by Step

Turning the microphone on and off

To prevent the other party from listening in while you consult with someone in your office, you can temporarily switch off the handset microphone or the handsfree microphone. You can also switch on the handsfree microphone to answer an announcement via the → page 56 telephone speaker.

Prerequisite: A connection is set up, the microphone is activated.

Press the key shown. The LED lights up.

or

Press the lit key. The LED goes out.

Step by Step

Calling a second party (consultation)

You can call a second party while a call is in progress. The first party is placed on hold.

if nec. → Open the context menu → page 30.

Consultation — Confirm.

Call the second party.

Returning to the first party

Return to held call — Confirm.

or

Quit and return — Select and confirm the option shown.

Switching to the held party (alternating)

Toggle/Connect — Select and confirm the option shown.

Initiating a three-party conference

Conference — Select and confirm the option shown.

Joining calling parties from a conference

Leave conference — Select and confirm the option shown.

For more information on conferences, see → page 71.

Step by Step

Transferring a call

If the person you are speaking to wants to talk to another colleague of yours, you can transfer the call that colleague.

if nec. → Open the context menu → page 30.

Consultation — Confirm.

Enter the number of the party to which you want to transfer the call.

Announce the call, if necessary.

Replace the handset.

Transfer — Select and confirm the option shown[1].

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

Using callback

You can request a callback if the station called is busy or if nobody answers. This feature saves you from having to make repeated attempts to reach the user.
You receive a callback,

- When the other party is no longer busy,
- When the user who did not answer has conducted another call.

When configured (contact your service personnel), all callback requests are automatically deleted over night.

Storing a callback

Prerequisite: You have reached a busy line or no one answers.

Callback

Confirm.

Accepting a callback

Prerequisite: A callback was saved. Your telephone rings. "Callback: ..." appears on the display.

Lift the handset.

or

Press the key shown. The LED lights up.

or

Answer

Confirm.

You hear a ring tone.

Step by Step

Viewing and deleting a stored callback

Open the idle menu → page 28.

View callbacks

Select and confirm the option shown[1].

Next callback

Select and confirm to display additional entries.

Deleting a displayed entry

Delete

Confirm.

Ending retrieval

Exit

Select and confirm the option shown.

or

Press the key shown. The LED goes out.

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

Enhanced phone functions

Answering calls

Accepting a call via the headset

Prerequisite: You have connected a headset or are using a Bluetooth headset → page 179.

Make sure your headset port is set up properly → page 162.

The LED flashes when a call is received.
Press the key shown.

or

Answer

Confirm.

if nec.

Set the call volume.

Ending a call

Press the key shown. The LED goes out.

or

Press the key shown. The LED goes out.

Answering a call for another phone

You hear another telephone ring.

Press the flashing key.

or

Open the Program/Service menu → page 40.

Calls ➔

Select and confirm the option shown[1].

Pickup - directed

Select and confirm the option shown.

Answer

Confirm.

or

If you know the number of the telephone that is ringing, enter it directly.

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

Accepting a call in a team → page 142.

Using the speakerphone

A colleague addresses you directly over the speaker with a speaker call. You hear a tone before the announcement. The other party's name or station number appears on the screen.

You can conduct the call with the handset or in speakerphone mode.

Lift the handset and answer the call.

or

Mute off

Press the "OK" key to confirm your selection and answer the call.

or

Press the key and answer the call.

If "handsfree answerback" is enabled (see below), you do not need to switch on the microphone - you can answer directly. You can answer immediately in speakerphone mode.
If handsfree answerback is disabled (default setting), follow the procedure described above.

Placing a speaker call to a colleague → page 64.

Enabling and disabling handsfree answerback

Open the idle menu → page 28.

HF answerback on

Select and confirm the option shown,

or

HF answerback off

select and confirm the option shown.

Step by Step

Answering calls from the entrance telephone and opening the door

If an entrance telephone has been programmed, you can use your telephone to speak to someone at the entrance telephone and to activate a door opener.
If you have the proper authorization (contact your service personnel), you can activate the door opener, enabling visitors to open the door themselves by entering a 5-digit code (using a DTMF transmitter or the keypad installed).

Speaking to visitors via the entrance telephone

Prerequisite: Your telephone rings.

Lift the handset within 30 seconds. You are connected to the entrance telephone immediately.

or

Lift the handset and answer the call.

Dial the entrance telephone number.

Opening the door from your telephone during a call from the entrance telephone

Open door

Confirm.

Opening the door from your telephone without calling the entrance telephone

Open the Program/Service menu → page 40.

Open door

Select and confirm the option shown.

Dial the entrance telephone number.

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 152!

Opening the door with a code (at the door)

After ringing the bell, enter the five-digit code (using the keypad or a DTMF transmitter). Depending on how the door opener has been programmed, a doorbell call signal may or may not be forwarded.

Step by Step

Activating the door opener

Open the Program/Service menu → page 40.

More features ➔

Select and confirm the option shown.

Door opener on

Select and confirm the option shown.

Dial the entrance telephone number.

Confirm the five-digit code to change the code.

or

3=change password

Select the displayed function and press the "OK" dialog key to change the code.

1=enable with ring

Select and confirm the option shown.

or

2=enable w/o ring

Select and confirm the option shown. You can also open the door without a doorbell ring.

Deactivating the door opener

Open the Program/Service menu → page 40.

More features ➔

Select and confirm the option shown.

Door opener off

Select and confirm the option shown.

Accepting a call from an answering machine

Prerequisite: An answering machine is configured (consult your service personnel).

The LED lights up. Press the key shown.

For a more detailed description of how this function works, see → page 39.

Step by Step

Making calls

Redialing from a call list

For information about the call lists as well as sample entries, refer to → page 37.

Press the key until the call list you want is active.

Niels, Bohr → 18.10.

Select and confirm the entry you want.
The phone number is dialed immediately.

or

→

Open the context menu.

Dial

Confirm.
The phone number is dialed.

or

→

Open the context menu.

Details

Select and confirm the option shown.

→

Open the context menu.

Dial

Confirm.
The phone number is dialed.

Using a personal phonebook

For information about the personal phonebook as well as sample entries, refer to → page 34. For a description of how to create contacts, see → page 96.

Calling a contact from the phonebook list

Press the key shown until the "Personal" tab is active.

Search for a contact → page 34

or

Niels, Bohr →

Select with the TouchGuide.

OK

Confirm. The phone number defined as the default number (→ page 97) is dialed.

or

→

Open the context menu.

Step by Step

Dial

Select and confirm the required phone number using the icons.

Explanation of the icons → page 34.

Calling a contact from a group

Press the key shown until the "Personal" tab is active.

Options →

Select and confirm the option shown.

→

Open the context menu.

Groups

Select and confirm the option shown.

VIP →

Select the required group.

→

Open the context menu.

View

Confirm.

Niels, Bohr →

Select group member.

OK

Confirm. The phone number defined as the default number (→ page 97) is dialed.

or

→

Open the context menu.

Dial

Select and confirm the required phone number using the icons.

Explanation of the icons → page 34.

Step by Step

Using a system phonebook

For information about the system phonebook, see → page 36.

Press the key shown until the "System" tab is active.

or

Open the idle menu → page 28.

Directory

Select and confirm the option shown.

if nec.

If the system phonebook contains multiple directories (not for HiPath 500):

1=internal

Confirm.

Search for a contact → page 34

or

Marie, Curie →

Select with the TouchGuide.

Confirm. The phone number is dialed immediately.

or

Open the context menu.

Call

Select and confirm the option shown.

Using the LDAP directory

For information about the LDAP directory, refer to → page 36.

Prerequisite: You searched for and selected a contact in an LDAP database (→ page 102).

Isaac, Newton →

Confirm; the phone number is dialed immediately.

or

Open the context menu.

Dial

Confirm.

or

Call

Select and confirm the option shown.

Step by Step

Making calls using system speed-dial numbers

Prerequisite: You know the system speed-dial numbers (consult your service personnel).

Open the Program/Service menu → page 40.

Use speed dialing

Select and confirm the option shown[1].

Enter a three-digit speed-dial number.

if nec.

Suffix-dialing

If necessary, you can suffix-dial additional digits (for example, the user's extension) at the end of the saved station number.
If this feature is configured, a suffix is automatically dialed (for example, "0" for the exchange) if no entries are made within 4 or 5 seconds.

Dialing with speed-dial keys

Prerequisite: You have configured speed-dial keys → page 62.

Open the Program/Service menu → page 40.

Use speed dialing

Select and confirm the option shown[1].

Press the key shown.

Press the required speed-dial key.

Configure a speed-dial key

You can program the keys [0 +] to [9 wxyz] with ten frequently used phone numbers.

Open the Program/Service menu → page 40.

Destinations →

Confirm.

Change Speed Dial

Select and confirm the option shown[1].

Press the key shown.

Press the required speed-dial key. If the key is already in use, the programmed phone number appears on the screen.

Change

Confirm.

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

First enter the external code and then the external station number.

Save

Confirm.

or

If you make a mistake

previous

Select and confirm the option shown.
This deletes all entered digits.

Next

Confirm.

or

Change

Select and confirm the option shown.

or

Delete

Select and confirm the option shown.

or

Exit

Select and confirm the option shown.

Step by Step

Talking to your colleague with a speaker call

You can make a loudspeaker announcement through a loudspeaker if connected (ask your service personnel), or to an internal user with a system telephone without any action on their part.

Open the Program/Service menu → page 40.

Calls →

Select and confirm the option shown.

Speaker call

Select and confirm the option shown[1].

Enter the station number.

Responding to a speaker call → page 56.

Talking to your colleague with discreet calling (not for HiPath 500)

If this function has been configured (ask your service personnel), you can join an ongoing call conducted by an internal user at a system telephone with display. You can listen in unnoticed and speak to the internal user without being overheard by the other party (discreet calling).

Lift the handset.

Enter the code.

Enter your internal station number.

Your service personnel can protect your telephone against discreet calling.

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

Automatic connection setup/hotline

If this function is configured (contact your service personnel), the system automatically sets up a connection to a preset internal or external destination.

Lift the handset.

Depending on the setting, the connection is either set up **immediately** or only **after** a preset **period of time** (hotline after a timeout).

Reserving a trunk

If configured (ask your service personnel), you can reserve an occupied trunk for yourself.
When the line is free, you receive a call and a note on the display.

Prerequisite: "Currently busy" appears on the display.

Reserve trunk

Confirm.

Reserved line is free

Your telephone rings. "Trunk is free" appears on the display.

Lift the handset.

You will hear the dial tone.

Enter the external phone number.

Step by Step

Assigning a station number (not for U.S.)

If this function has been configured (contact your service personnel), you can selectively assign a specific number (DID number) to your telephone before making an external call. The assigned number then appears on the called party's display.

Open the Program/Service menu → page 40.

Calls →

Select and confirm the option shown.

Temporary MSN

Select and confirm the option shown.

Enter the DID number you wish to use.

Enter the external phone number.

Associated dialing/dialing aid

If this function has been configured (contact your service personnel), you can use a dialing aid to dial numbers and set up calls for your telephone.
The operating procedure depends on whether the dialing aid is connected to the **S_0 bus** or the **a/b (T/R) port**.

You can also use your system telephone as a dialing aid for other telephones.

Dialing aid on the S_0 bus:

On the PC, select a destination and start dialing.
The speaker on your telephone is switched on. Lift the handset when the other party answers.

Dialing aid at the a/b (T/R) port:

On the PC, select a destination and start dialing.

"Lift the handset" appears on the PC screen.
Lift the handset.

Associated dialing from your telephone for another telephone

Open the Program/Service menu → page 40.

Associated dial

Select and confirm the option shown.

Enter the internal station number ("Dial for:").

Enter the number you wish to dial.

Step by Step

During a call

Using call waiting (second call)

You can be reached by a caller even if you are already conducting a call. The call waiting tone signals a second call.
You can ignore or accept the second call.
When you accept the waiting call, you can either end the first call or place it on hold and resume the call later on.
You can block the second call or the signal tone (→ page 68).

Prerequisite: You are conducting a call and hear the camp-on tone (approximately every six seconds).

Ending the first call and answering the second call

Replace the handset. Your telephone rings.

Answer the second call. Lift the handset.

Placing the first call "on hold" and answering the second call

Call waiting

Select and confirm the option shown.

You are immediately connected to the second caller. The first party is placed on hold.

Ending the second call and resuming the first one

Quit and return

Confirm.

or

Replace the handset. "Recall" appears on the display.

Lift the handset.

You are reconnected with the first party.

Step by Step

Preventing and allowing a second call (call waiting)

If this function has been configured (ask your service personnel), you can prevent or allow a second call → page 67 from being signaled by automatic camp-on during an ongoing call.

Open the Program/Service menu → page 40.

Call wait.trm.off

Select and confirm the option shown[1],

or

Call wait.term.on

Select and confirm the option shown.

Activating/deactivating the camp-on tone

You can suppress the camp-on tone (every six seconds) for external calls. A one-time special dial tone then alerts you to the waiting call.

Activating the call waiting tone

Open the idle menu → page 28.

Waiting tone on

Select and confirm the option shown.

Deactivating the call waiting tone

Open the idle menu → page 28.

Waiting tone off

Select and confirm the option shown.

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

Parking a call

You can park up to ten calls, either internal, external, or both. Parked calls can be displayed on and picked up from another telephone. This feature is useful if you want to continue a call at another phone.

Prerequisite: You are conducting a call.

Open the Program/Service menu → page 40.

Calls →

Select and confirm the option shown.

Park a call

Select and confirm the option shown.

... 9wxyz

Enter the number of the park slot (0 - 9) and make a note of it. If the park slot number you entered is not displayed, it is already in use; enter another one.

Retrieving a parked call

Prerequisite: One or more calls have been parked. The phone is idle.

Open the Program/Service menu → page 40.

Calls →

Select and confirm the option shown.

Retrieve call

Select and confirm the option shownSelect and confirm the option shown[1].

... 9wxyz

Enter the park slot number you noted earlier.
If the park slot number you enter is not in use, you cannot retrieve the call.

If a parked call is not picked up, after a specific period of time the call is returned to the telephone from where it was parked (recall).

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

Placing an external call on hold

If you have programmed a hold key on your phone → page 87, you can put external calls on hold. Then all other stations can accept the call on the assigned trunk.

Press the "Hold" key.

Held on line: 801

The message of the relevant trunk appears (e.g. 801) and note the trunk number.
If available, the LED of the assigned trunk key flashes slowly.

if nec.

or

Replace the handset or press the key shown.
Depending on the configuration, this may be necessary so other members can also pick up the call on hold.

Picking up a held call:

Prerequisite: One or more calls are on hold. The phone is idle.

Open the Program/Service menu → page 40.

Retrieve line

Select and confirm the option shown.

or

If the "Retrieve" → page 87 key is available, press it.

Enter the noted trunk number.

or

If there is a "Line:" key available for the relevant trunk, this flashes slowly. Press the key shown.

Step by Step

Conducting a conference

In a conference call, you can talk to as many as four other parties at the same time. These may be internal or external users.

You can only add parties to or remove them from a conference if you initiated the conference.

You are conducting a call.

if nec. → Open the context menu → page 30.

Start conference — Select and confirm the option shown.

Call a third party.

if nec. If the third party does not answer:

Return to held call — Confirm.

Inform this party that you are initiating a conference.

Conference — Select and confirm the option shown.

A tone sounds every 30 seconds to indicate that a conference is in progress.

Adding up to five parties to a conference

if nec. → Open the context menu → page 30.

Add party — Confirm.

Call the new party.w

Conference — Select and confirm the option shown.

Removing parties from the conference

Select a station.

→ Open the context menu → page 30.

Remove party — Select and confirm the option shown.

If a participant that was connected to the conference via an unencrypted line leaves, the conference remains unsecured.

Step by Step

Ending a conference

→ Open the context menu → page 30.

End conference — Select and confirm the option shown.

or

Replace the handset, if this feature is configured (contact your service personnel).

Removing party from the conference

Select a station.

→ Open the context menu → page 30.

Drop last conf. party — Select and confirm the option shown.

Leaving a conference

→ Open the context menu → page 30.

Leave conference — Select and confirm the option shown.

or

Replace the handset, if this feature is configured (contact your service personnel).

Step by Step

Activating tone dialing/DTMF suffix-dialing

You can transmit dual-tone multifrequency (DTMF) signals to control devices such as an answering machine or automatic information system.

Open the Program/Service menu → page 40.

Calls ➔

Select and confirm the option shown.

DTMF dialing

Select and confirm the option shown.

You can use the keys 0 + through 9 wxyz, * and # to transmit DTMF signals.

Ending the call also deactivates DTMF suffix dialing.
Your system may be configured so that you can start DTMF suffix-dialing immediately after setting up a connection.

Step by Step

Recording a call

If configured (contact your service personnel), you can record an ongoing call.

Prerequisite: You are on a call, the "Recording" key is configured → page 87.

Press the "Recording" key. The LED lights up.

You and the other party hear an acoustic announcement, indicating that recording has started, and an acoustic signal is emitted approx. every 15 seconds during the entire recording session.

During recording, it is not possible to add further call parties.

Stopping recording

Press the illuminated "Recording" key. The LED goes out.

Listening to a recording

Playback of the recording depends on the voice recording system used (see the associated user guide).

Step by Step

Transferring a call after a speaker call announcement in a group

If this function has been configured (contact your service personnel), you can use a speaker call (announcement, → page 142) to announce a call in progress to a group of users → page 64.
After a member of the group has accepted the call request, you can transfer the waiting party.

Prerequisite: You are conducting a call.

Consultation

Confirm. The other party is placed on hold.

Open the Program/Service menu → page 40.

Calls ➔

Select and confirm the option shown.

Speaker call

Select and confirm the option shown.

Enter the group's station number.

Announce the call.
When a member of the group accepts the call → page 56, you are connected to this party.

Replace the handset.

or

Transfer

Select and confirm the option shown[1].

If the connection between the two other parties is not established within 45 seconds, the call from the first party returns to you (recall).

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

Sending a trunk flash (not for HiPath 500)

To activate ISDN-type services and features through the network carrier's analog trunks or those of other communications platforms (such as "consultation hold"), you must send a signal to the trunks before dialing the service code or telephone number.

Prerequisite: You have set up an external connection.

Open the Program/Service menu → page 40.

Calls →

Select and confirm the option shown.

Trunk flash

Select and confirm the option shown[1].

Enter the service code and/or telephone number.

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

If you cannot reach a destination

Call waiting (camp-on)

Prerequisite: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Camp-on

Wait (approx. 5 seconds) until "Camp-on" appears on the display and the busy tone is followed by the ring tone.

The called party can then respond → page 67.

The called party can prevent automatic call waiting → page 68.

If this feature is configured (contact your service personnel), you will hear the ring tone and the message "Camp-on" is immediately displayed.

Busy override – joining a call in progress

This function is only possible if configured by your service personnel.

Prerequisite: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Override

Select and confirm the option shown.

The called party and person to whom this party is talking hear an alerting tone every two seconds.
If the called party has a system telephone with display, the following appears on the screen: "Override: (number or name)".

You can now start talking.

Step by Step

Using night answer

When night answer mode is active, for example during a lunch break or after office hours, all external calls are immediately forwarded to a specific internal telephone (night station). The night station can be defined by service personnel (standard night answer service) or by you (temporary night answer service).

Activating

Night answer on

Select and confirm the option shown.

*=default

Press the "OK" dialog key to confirm (standard night answer service).

or

Enter the destination number (temporary night answer service).

Save

Confirm.

Deactivating

Night answer off

Select and confirm the option shown.

Service personnel can also configure an "automatic night answer service". The automatic night answer service activates at specific times for your telephone depending on how it is programmed.
You can deactivate the automatic night answer service or replace it with a night answer service you configured.

Step by Step

Call forwarding

You can immediately forward internal or external calls to different internal or external telephones (destinations). (An external destination requires special configuration in the system.)

Select your preferred method:
- „Call forwarding key" → Seite 80
- „Activating call forwarding via the Program/Service menu" → Seite 83

You can program additional call forwarding instructions via the Program/Service menu, „Using system forwarding instructions" → Seite 85.

When call forwarding is active, a special dial tone sounds when you lift the handset.

If DID DTMF is active (contact your service personnel), you can also forward calls to this destination.

The call forwarding key flashes if you are a call forwarding destination → page 18.

Active call forwarding indication

An active call forwarding instruction is indicated on the display when your phone is idle → page 28:
The LED lights up.

The call forwarding icon, the station number and, where applicable, the name of the forwarding destination are displayed on the first line below the status bar.
The name of the party is used if stored in the phonebook.

220870 Dalai Lama

If call forwarding is activated for internal or external calls, the number is preceded by the abbreviation "INT" or "EXT".

INT Dalai, Lama

Step by Step

Overview of call forwarding types

Different input masks are displayed depending on how you program call forwarding (call forwarding key → page 80 or Program/Service menu → page 83). The entries in the relevant menus correspond as explained in the following table:

Call forwarding key	Program/Service menu
Variable: All calls	1=all calls
All calls are forwarded, the saved number is deleted after shutdown.	
Variable: External calls	2=external calls only
Only external calls are forwarded.	
Variable: Internal calls	3=internal calls only
Only internal calls are forwarded.	

Call forwarding key

The call forwarding key offers a quick way to activate/deactivate call forwarding instructions → page 83 and open the "Forwarding" page where you can edit these instructions → page 80.

Editing call forwarding instructions

Press the call forwarding key to open the "Forwarding" page. It provides an overview of all call forwarding types → page 80.
You can select a call forwarding type here and set station numbers as forwarding destinations.

Press the key quickly. The LED lights up.

Edit call forwarding

Select and confirm the option shown.

Variable: All calls

The "Forwarding" page opens.
Select a call forwarding type → page 80

OK

Confirm the option shown to enter a forwarding destination directly → page 81.

or

Enter the station number via a context menu → page 81.

The forwarding destination is automatically deleted when call forwarding is deactivated → page 84.

All changes made here take effect immediately after a short timeout.

Step by Step

Editing forwarding destinations

Entering a station number directly

Prerequisite: The cursor is in a station number input field.

Enter the station number.

or

Select and confirm the option shown to insert the station number just copied → page 81.

Select and confirm the option shown.

Entering a station number via a context menu

Prerequisite: You selected a call forwarding type → page 80.

Open the context menu.

Enter destination

Select and confirm the option shown.

Enter the station number.

Select and confirm the option shown.

or

Paste

Select and confirm the option shown to insert the station number just copied → page 81.

or

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Select and confirm a forwarding destination in the list of favorites → page 82.

Copying a station number

Prerequisite: The cursor is in an input field that contains a station number:

Select and confirm the option shown to copy the station number.

The station number copied remains in the clipboard until you copy another station number or you finish editing call forwarding.

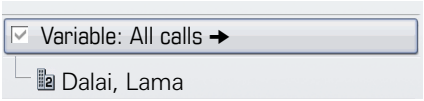
Step by Step

Saving a station number as a favorite for call forwarding

You can save up to five station numbers as favorites. These station numbers then appear in the context menu when you are programming a call forwarding destination.

If you use a station number for a contact that is already stored in the personal phonebook, the submenu for the call forwarding type selected shows the relevant name with the appropriate icon rather than the station number.

Example:



Press the key shown.

Edit call forwarding

Select and confirm the option shown.

The "Forwarding" page opens.

Variable: All calls ➔

Select a call forwarding instruction of your choice.

Open the context menu.

Edit favourites

Select and confirm the option shown.

The "Edit favourite numbers" page opens. Existing station numbers are displayed.

Select and confirm the station number input field, e.g. "1".

Enter the station number → page 81.

Select the "Options" entry.

Save & exit ➔

Select and confirm the option shown.

Save & exit

Confirm the option shown in the context menu.

Step by Step

Forwarding express activation for "all calls"

Press the key quickly. The LED lights up.

Enter the forwarding destination → page 81.

Set forwarding

Confirm.

or

The last forwarding destination saved for "all calls" is the first entry in the pop-up menu:

Dalai, Lama

Select and confirm the option shown.

Call forwarding is now active for all calls. The forwarding destination is automatically deleted when call forwarding is deactivated → page 84.

Activating call forwarding via the Program/Service menu

Configuration via the Program/Service menu

Open the idle menu → page 28.

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 148!

Forwarding on

Select and confirm the option shown.

1=all calls

Confirm.

or

2=external calls only

Select and confirm the option shown.

or

3=internal calls only

Select and confirm the option shown.

Enter the destination number.

Save

Confirm.

Step by Step

Deactivating call forwarding

Press the lit key. The LED goes out.

or

Open the idle menu → page 28.

Forwarding off

Select and confirm the option shown.

Step by Step

Using system forwarding instructions

Call forwarding no reply (CFNR)

Calls that are not answered after three rings (=default, can be adjusted by service personnel) or that are received while another call is ongoing can be automatically forwarded to a specified telephone.

Open the Program/Service menu → page 40.

Destinations →

Confirm.

CFNR on

Select and confirm the option shown.

if nec.

If a phone number is already entered:

Change

Confirm.

Enter the destination phone number.
- Enter the internal station number for internal destinations.
- Enter the external code and the external station number for external destinations.

Save

Confirm.

Deactivating call forwarding/deleting a destination

Open the Program/Service menu → page 40.

Destinations →

Confirm.

CFNR off

Select and confirm the option shown.

Delete

Confirm the option shown to deactivate and delete the forwarding destination.

or

Exit

Select and confirm to deactivate but not delete the forwarding destination.

If CFNR is activated, "CFNR on" appears briefly on the display when you hang up.

Step by Step

Call forwarding in the carrier network and forwarding multiple subscriber numbers (MSN) (not for U.S.)

If this function has been configured (contact your service personnel), you can forward calls to your assigned multiple subscriber number (MSN) (DID number) directly within the carrier network.
For example, you can forward your phone line to your home phone after business hours.

Trunk FWD on

Select and confirm the option shown.

1=immediate

Select and confirm the call forwarding type required.

or

2=on no answer

or

3=on busy

Enter your DID number.

Enter the destination number (without the external code).

Save

Confirm.

Deactivating call forwarding

Trunk FWD off

Select and confirm the option shown.

Confirm the displayed call forwarding type.

or

1 ␣ **or** 2 abc **or** 3 def

Enter the activated call forwarding type.

Enter your DID number.

Step by Step

Programming sensor keys

You can program frequently used functions, phone numbers or procedures on your OpenStage 60/80 T's sensor keys.

Configuring function keys

See also → page 22.

Example: Programming the Shift key

Press and hold the required sensor key.

Assign functionality

Confirm the option shown.

or

Open the Program/Service menu → page 40.

Key assignments

Select and confirm the option shown.

Press the required sensor key.
If the key is already in use, the programmed phone number appears on the screen.

Change key

Confirm the option shown.

A list of all available functions is displayed, see the overview → page 88.

More features →

Select and confirm the option shown.

Shift Key

Confirm the option shown.

if nec.

Save incomplete

Select and confirm the option shown.
Some functions (e.g. with "Call forwarding") cannot be saved completely. This means that when later initiating the function by pressing the button, further inputs are required.

Save

Confirm.

Step by Step

The programmed function is activated by briefly touching the key. For functions that can be switched on/off such as "Do not disturb", press once to switch the function on and press again to switch the function off. When the function is switched on, the LED lights up.

The label appears automatically and can be altered → page 94.

The LED displays → page 22 and → page 88 show the status of the function.

Overview of functions

The functions are split into the following menus:

- Destinations
- Feature Settings
- PIN and Authorization
- Calls
- More features

The available functions depend on your configuration. If a function is missing, contact your service personnel.

Saved function LED messages

Call forwarding, Forwarding - trunk, Forward line, Night answer, Do not disturb, Telephone lock, Advisory message, Ringer cutoff, HF answerback on/off, Join/leave group, Caller ID suppression, Call wait.term., Waiting tone off, Ring Transfer, Recording, Door opener on/off, Control Relay (only for HiPath 3000), Ringing group on, Shift Key, UCD (Available on/off, Work on/off), Night answer on/off, MULAP Privacy Release:

■ Saved function is not activated.

□ Saved function is activated.

Callback:

■ You have no entry for callback.

□ You have an entry for callback.

Step by Step

Repdial key (Internal number, DSS:

Party not on a call.

Party is on a call or has activated DND.

Flashing quickly - I'm being called, please accept.
Flashing slowly - another party is being called and has not yet answered.

Call key, General call key, Trunk key, MULAP Key, Temporary MSN:

No call via corresponding trunk.

Active call via the corresponding trunk.

Flashing quickly - call on the relevant trunk, call pickup is possible by pressing the sensor key.
Flashing slowly - a call is placed on hold on the relevant trunk.

Trunk group key:

At least one trunk is free.

All lines in this trunk group are occupied.

View call charges:

No chargeable calls have been set up since the last check.

Chargeable calls have been set up since the last check.

Call forwarding, Forward Line:

Flashing slowly - your line is a call forwarding destination.

Fax details:

No fax received or no message on the answering machine.

Fax received or message on the answering machine.

View number of calls:

No waiting callers.

Flashing quickly - callers waiting (certain number is exceeded).
Flashing quickly - callers waiting (certain number is reached).

Data I/O Service:

No connection to an application.

Active connection to an application.

Flashing slowly, connection to an application is temporarily interrupted.

Step by Step

The following functions saved on keys do not support LED:
Repdial key (external), Procedure key, Trace call, Speed dial, Clear, Lock all phones, Send message, Directory (1=internal, 2=LDAP not for HiPath 500), Call waiting, Toggle/Connect, Conference, Speaker call, Retrieve line, Reserve trunk, Release trunk, Temporary Phone, Override, Park a call, Pickup - directed, Pickup - group, Account code, Show call charges, Page (not for HiPath 500), Answer page, Timed reminder, Open door, DTMF dialing, Recall-key, Room monitor, Hold key, Consult internal, Consultation, Associated dial, , Tel. data service, Relocate, Mobile Login, Discreet calling (not for HiPath 500).

Step by Step

Programming a procedure key

Numbers and functions which require further input, i.e. which contain several operating steps, can be saved on a key on your telephone.

Press and hold the required sensor key.

Assign functionality

Select and confirm the option shown.

or

Open the Program/Service menu → page 40.

Key assignments

Select and confirm the option shown.

Press the required sensor key.
If the key is already in use, the programmed phone number appears on the screen.

Change key

Confirm the option shown.

Change key

Confirm.

More features →

Select and confirm the option shown.

Procedure key

Confirm.

Enter procedure. Example:

Code for associated dialing.

Number of the phone to for which the call should be made.

the number to be called.

if nec.

Press "Pause" to enter pauses (a "P" appears on the display).

Save

Confirm.

or

If you make a mistake:

previous

Select and confirm the option shown.
This deletes all entered digits.

if nec.

Key label

Select and confirm the option shown → page 94.

Step by Step

Exit

Confirm.

or

Another key

Select and confirm the option shown.

Select the stored procedure by clicking the sensor key.
Procedures with activatable/deactivatable functions are activated by pressing the sensor key once and deactivated by pressing it again.

You can press the procedure key during a call to automatically send the saved digits as DTMF signals → page 73.

Step by Step

Configuring repdial keys

You can also program internal and external station numbers on the second level. The LED function is not available for internal station numbers on the second level. To program the second level, you must program a "Shift" key → page 87.

See also → page 22.

Press and hold the required sensor key.

Assign functionality

Select and confirm the option shown.

or

Open the Program/Service menu → page 40.

Prog. feature key

Select and confirm the option shown.

Press the required sensor key.
If the key is already in use, the programmed phone number appears on the screen.

if nec.

Next layer

Select and confirm to save the phone number on the second level.

Change key

Confirm.

Destinations →

Confirm.

Repdial key

Confirm.

Enter the station number.

or

Speed dial

Select and confirm the option shown.

Enter the speed-dial number (the speed-dial numbers correspond to the system phonebook → page 36).

if nec.

Key label

Select and confirm the option shown → page 94.

Exit

Confirm.

or

Another key

Select and confirm the option shown.

Step by Step

Changing the label

The label set when a repdial key was programmed can also be subsequently changed.

Changing the label

Open the Program/Service menu → page 40.

Prog. feature key — Select and confirm the option shown.

Press the required sensor key.
The seizure is displayed on the screen.

Change key — Confirm.

if nec.

+=Next layer — Select and confirm to make the change on the second level.

Key label — Select and confirm the option shown.

Change — Confirm.

Enter the required key label text → page 24.

Change — Confirm.

or

Default label — Select and confirm to reset to the default label.

Save — Select and confirm the option shown.

or

Previous — Select and confirm to cancel the entry.

Exit — Confirm.

Step by Step

Deleting sensor key programming

Hold down the required key.

Assign functionality

Select and confirm the option shown.

if nec.

Next layer

Select and confirm the option shown to delete the entries on the second level.

Clear key

Select and confirm the option shown.

Exit

Select and confirm the option shown.

Step by Step

Phonebooks and call lists

Personal phonebook

For a detailed description of this function, see → page 34.

Creating a new contact

	Press the key until the "Personal" tab is active.
Options ➔	Confirm.
New contact	Confirm.
	The form for entering contact data opens.
Last name	Confirm.
	Enter and confirm text → page 26.
Business 1	Select and confirm the option shown.
	Enter and confirm the phone number → page 24.
if nec.	Select and fill out additional fields.
	Select the "Options" entry.
Save & exit	Select and confirm the option shown.
or	
	Press the key shown.
Save	Confirm.

Step by Step

Defining the default number

If you have multiple numbers saved for a contact, you can define the default number here that should be used when dialing directly using the phonebook → page 59.

Press the key until the "Personal" tab is active.

Niels, Bohr → — Select a contact.

→ — Open the context menu.

Details — Select and confirm the option shown.

Select the "Default No." entry.

Business 1 → — The phone displays the current setting. Confirm.

Mobile — Select and confirm the required phone number.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm.

Saving a picture for a contact

Prerequisite: Your service personnel have loaded pictures to the OpenStage.

Press the key until the "Personal" tab is active.

Niels, Bohr → — Select a contact.

→ — Open the context menu.

Details — Select and confirm the option shown.

Select the "Picture" entry.

No picture → — The phone displays the current setting. Confirm.

Image 1 — Select and confirm the picture you wish to use.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

Step by Step

or

Press the key shown.

Save

Confirm.

Changing contact data

Press the key until the "Personal" tab is active.

Niels, Bohr ➔

Select a contact.

Open the context menu.

Details

Select and confirm the option shown.

Select the required field.

if nec. Delete existing text.

Enter and confirm the new text → page 26.

if nec. Select and edit additional fields.

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm.

Step by Step

Managing the phonebook

Defining the contact display format

Press the key until the "Personal" tab is active.

Options ➔

Confirm.

Display

Select and confirm the option shown in the context menu.

Select and confirm the display format.

Example	Option
Miller, Peter	Lastname, Firstname
Peter Miller	Firstname Lastname
Miller, P	Lastname, F
P Miller	F Lastname

Press the key shown.

The display format is changed immediately.

Deleting contacts from the phonebook

Press the key until the "Personal" tab is active.

Niels, Bohr ➔

Select a contact.

Open the context menu.

Delete

Select and confirm the option shown.

Delete

Confirm in the pop-up menu.

The selected entry is deleted.

Deleting all phonebook entries

Press the key until the "Personal" tab is active.

Options ➔

Confirm.

Delete all

Select and confirm the option shown in the context menu.

Delete all entries

Confirm in the pop-up menu.

All entries are deleted.

Step by Step

Managing groups

Creating a group

Press the key until the "Personal" tab is active.

Options ➔ — Confirm.

Groups — Select and confirm the option shown in the context menu.

Options ➔ — Confirm.

New group — Confirm the option shown in the context menu.

Select the "Group name" entry.

Confirm.

Give the group a name → page 26.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm.

The new group is stored.

Adding a contact to a group

Press the key until the "Personal" tab is active.

Niels, Bohr ➔ — Select a contact.

Open the context menu.

Details — Select and confirm the option shown.

Select the "Groups" entry.

No group ➔ — Confirm.

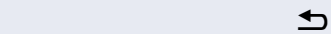
VIP — In the context menu, select and confirm a group.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

Step by Step

or



Press the key shown.

Save

Confirm.

Deleting a contact from a group

Press the key until the "Personal" tab is active.

Niels, Bohr ➔

Select a contact.

Open the context menu.

Details

Select and confirm the option shown.

Select the "Groups" entry.

VIP ➔

Confirm.

No group

Select and confirm the option shown in the context menu.

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm.

Deleting a group

Press the key until the "Personal" tab is active.

Options ➔

Confirm.

Groups ➔

Select and confirm the option shown in the context menu.

VIP ➔

Select and confirm a group.

Delete

Select and confirm the option shown.

Delete

Confirm in the pop-up menu.

The group is deleted and, if necessary, any assigned contacts remain saved in the phonebook.

Step by Step

LDAP database

Information about the LDAP directory can also be found on → page 36.

Finding an LDAP entry

If configured (ask your service personnel), you can search for directory data in the LDAP database and dial the number of any subscriber you find there.

Prerequisite: The LDAP search feature has been configured in the system.

Lift the handset.

or

Press the key shown. The LED lights up.

or

Open the idle menu → page 28.

Phonebook

Confirm the option shown.

if nec.

If several directories have been configured:

2=LDAP

Select and confirm the option shown.

Enter the name you wish to search for using the keypad → page 24 (max. 16 characters).
You can enter an incomplete name, e.g. "mei" for "Meier".

if nec.

If configured (ask your service personnel), you can also search for surname and first name. To separate surname and first name by a space, enter "0". You can enter incomplete names, e.g. "mei p" for "Meier Peter".

if nec.

Delete letter

Select and confirm each letter to be deleted. The last letter entered is deleted.

In large databases, the results of the search may be incomplete if too few characters are entered → page 103.

Find

Confirm the option shown.
The name is searched for. This may take a few seconds.

Step by Step

The result is displayed

If only one name is found, it is displayed.
Confirm the option shown.

Call

If several names are found (max. 50), the first name is displayed.

or

Press

or

Scroll forward

select and confirm the option shown

or

Scroll back

select and confirm the option shown

Call

Select and confirm the option shown.

If no name is found

If your search does not yield any name corresponding to your query, you can extend the range of the search, e.g. by deleting characters.

Modify search

Select and confirm the option shown.
For further procedure, see above.

If too many names are found

If more than the maximum of 50 names are found corresponding to your query, only an incomplete list of results can be displayed.

You can view these results, select any of the names, or change the search string (e.g. narrow the search by entering more characters).

In this case it is advisable to narrow down the search so that all corresponding names can be displayed.

Display results

Confirm, to view the incomplete list.
For further procedure, see above.

or

Narrow the search down.

Modify search

Select and confirm, in order to change the search string.
For further procedure, see above.

Step by Step

Call lists

For a detailed description of this function, see → page 37.

View details

Press the key until the call list you want is active.

Niels, Bohr 18.10.

Select the entry you want.

Open the context menu → page 30.

Details

Select and confirm the option shown.

For illustrated examples and descriptions of the displayed information, refer to → page 38.

Deleting entries

Deleting an individual entry

Press the key until the call list you want is active.

Niels, Bohr 18.10.

Select the entry you want.

Open the context menu → page 30.

Delete

Select and confirm the option shown.

The entry is deleted.

Deleting all entries in a list

Press the key until the call list you want is active.

Options →

Confirm.

Delete All

Confirm the option shown in the context menu.

All entries in the list displayed are deleted.

Step by Step

Copying entries from the call logs into the personal phonebook

Press the key until the call list you want is active.

Niels, Bohr18.10. 07:06am

Select the entry you want.

Copy as contact

Select and confirm the option shown in the context menu.
You have the following options for "Create contact":

- Saving and changing
- Saving without changing
- Exiting (without saving)

Saving and changing

Saving and changing

Select and confirm the option shown.
The mask to edit a contact in the personal phonebook opens → page 98. Fill out the relevant fields accordingly and save the new contact.

Saving without changing

Saving without changing

Select and confirm the option shown.
An entry is created and the message "Contact created" is displayed. If you open the phonebook, you will be prompted to update the directory. For this type of entries a group "Copied contacts" is created so that you can find them more easily.

Step by Step

Displaying and assigning call charges

Displaying call charges (not for U.S.)

For the current call

Call charges are shown by default on the display when a call ends.
If you want to display call charges as they occur during a chargeable call, your service personnel must request this option from the network operator.
Call charge display must be requested from the network operator and configured by the relevant service personnel.
Depending on the setting, call charges are displayed during or after a call.
Depending on the network operator, free external calls are also displayed. The message "Free of Charge" appears on the screen either before or during the call.
If the cost indication facility has not been installed, the display will show the dialed number and/or the length of the telephone call.

If a call is forwarded, call charges are assigned to the destination of the call transfer operation.

For all calls and for the last call

Connection charges for the last chargeable call made are displayed first. After five seconds, the accumulated connection charge (total) is displayed.

Open the Program/Service menu → page 40.

More features →

Select and confirm the option shown.

Show call charges

Select and confirm the option shown[1].

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

Displaying call charges for another telephone (not for U.S.)

If configured (contact your service personnel), you can also display and print chargeable calls for another phone (for instance. for a pay phone).

Prerequisite: You have programmed the function "Show call charges" on a key → page 87.

The LED lights up to indicate that a you have conducted a chargeable call since the last time you viewed the charges.

Press the "Call Charges" key. Chargeable calls are displayed.

Select a connection.

Print

Select and confirm the option shown,

or

Delete

select and confirm the option shown,

or

Add I information

select and confirm the option shown,

or

Exit

select and confirm the option shown.

Step by Step

Dialing with call charge assignment

You can assign external calls to certain projects.

Prerequisite: Your service personnel have defined account codes for you.

Open the Program/Service menu → page 40.

Calls ➔

Select and confirm the option shown.

Account code

Select and confirm the option shown.

Enter the account code.

if nec. #

Press the key shown,

or

#=Save

Confirm.

Must be configured (consult your service personnel):

Enter the external phone number.

You can also enter the account code during a call.

Step by Step

Privacy/security

User password

The user password protects access to the user menu → page 40.

The preset password "000000" is a blank password, that is, the "User" menu is freely accessible.

Press the key shown until the "Settings" tab is active.

User

Confirm.

Enter and confirm the user password → page 24.

Security

Select and confirm the option shown.

Select the "Set password" entry.

******

Confirm.

If applicable, delete the old password.

Enter a new password (at least six digits) and confirm your entry.

Select the "Confirm password" entry.

******

Confirm.

Re-enter and confirm the password.

Select the "Phone lock" entry.

Disabled ➔

The phone displays the current setting.
Confirm.

Enabled

Select and confirm the option shown in the context menu.

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm.

Step by Step

Turning ringer cutoff on and off

If you do not wish to take calls, you can activate the ringer cutoff function. Calls are only identified by **one** ring signal, an indication on the display, and a key which has been programmed to flash (such as a trunk key).

Activating

Open the idle menu → page 28.

Ringer cutoff on

Select and confirm the option shown[1].

Deactivating

Open the idle menu → page 28.

Ringer cutoff off

Confirm.

Deactivating the ring tone

You can deactivate your ring tone if you do not want to be disturbed by your phone ringing.

Deactivating

Press the key shown until the icon for the deactivated ringer appears on the display → page 25.

Activating

Press the key shown until the icon for the deactivated ringer disappears on the display.

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

Do not disturb

If you do not wish to take calls, you can activate do not disturb. Internal callers hear the busy tone, external callers are connected to another phone, which you can specify (contact your service personnel).

In multi-line telephones, "Do not disturb" can only be used for the primary line → page 133.

Activating

Open the idle menu → page 28.

DND on

Select and confirm the option shown. The DND icon appears on the status bar → page 25.

Deactivating

Open the idle menu → page 28.

DND off

Confirm.

When you lift the handset, you will hear a special tone (continuous buzzing) reminding you that "Do not disturb" is activated.

Authorized internal callers automatically override the DND feature after five seconds.

Suppressing your phone number on the called party's phone

You can prevent your station number or name from appearing on the displays of external parties you call. This setting remains active until you deactivate it.

Activating

Open the idle menu → page 28.

Suppress call ID

Select and confirm the option shown.

Deactivating

Open the idle menu → page 28.

Restore caller ID

Select and confirm the option shown.

Your service personnel can activate/deactivate caller ID suppression for all phones.

Step by Step

Silent Monitor (not for HiPath 500)

When configured (ask responsible service personnel), you can join in an on-going call conducted by an internal user and monitor silently and unnoticed.

Enter the code.

Enter your internal station number.

Monitoring a room

You can use a phone to monitor a room. This function must be enabled on the monitoring phone.
When you call this phone, you can immediately hear what is happening in that room.

Activating the telephone to be monitored

Open the Program/Service menu → page 40.

Room monitor

Select and confirm the option shown.

You can either leave the telephone in speakerphone mode or lift the handset and leave it directed towards the noise source.

Deactivating the telephone to be monitored

Press the lit key. The LED goes out.

or

Replace the handset.

Monitoring the room

Enter the internal station number of the phone located in the room that you wish to monitor.

Step by Step

Trace call: identifying anonymous callers (not for U.S.)

You can identify malicious external callers. You can record the caller's phone number during a call or up to 30 seconds after a call. In this case, you should not hang up.

Open the Program/Service menu → page 40.

Trace call

Select and confirm the option shown.

If the trace is successful, the transmitted data is stored by your network operator. Contact your service personnel.

Step by Step

Locking the telephone to prevent unauthorized use

You can prevent unauthorized parties from using your phone during your absence.

Locking the phone

Open the idle menu → page 28.

Lock phone

Select and confirm the option shown.

or

Press the key shown.

Enter code (telephone lock) → page 116.

The padlock icon appears on the status bar → page 25.

Unlocking the phone

Open the idle menu → page 28.

Unlock phone

Select and confirm the option shown.

or

Press the key shown.

Enter code (telephone lock) → page 116.

When the phone is locked, a special dial tone sounds when the handset is lifted. Within the system, users can make calls as normal.

Your telephone can also be locked or unlocked again by an authorized party → page 115.

Step by Step

Locking another telephone to prevent unauthorized use

If configured (contact your service personnel), you can lock and unlock other telephones to prevent unauthorized access.

If a phone user locks his or her phone and forgets the personal lock code, you can use this function to unlock the phone.

Open the Program/Service menu → page 40.

Lock all phones

Confirm[1].

Enter the internal station number of the phone you wish to lock/unlock.

*=lock phone

Confirm.

or

#=unlock phone

Select and confirm the option shown.

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

Saving your PIN

Enter the lock code to use the functions
- Locking the phone→ page 114
- Use another telephone like your own → page 122
- Change number → page 123

You can change this lock code on your own.

If you forget your code, contact your service personnel to have the default code restored.

The default code is "00000".

Open the Program/Service menu → page 40.

PIN and Authorization →

Select and confirm the option shown.

Change PIN

Select and confirm the option shown[1].

Enter the current five-digit PIN.
If you have not yet set a PIN, use "00000" the first time.

Enter the new PIN.

Re-enter the new PIN.

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

More functions/services

Appointments function

You can program your telephone to send you a timed reminder call.

You must save the relevant time of the call for this. You can enter a single appointment that will take place in the next twenty-four hours or you can enter a daily recurring appointment.

Saving appointments

Open the Program/Service menu → page 40.

Timed reminder on

Select and confirm the option shown.

Enter a 4-digit time, such as 0905 for 9.05 (= 9.05 a.m.) or 1430 für 14.30 (= 2.30 p.m.).

possibly 2abc **or** 7pqrs

If the selected language is "US English" → page 165, you can enter the code 2 for "am" or 7 for "pm" (standard = "am").

one time only

Confirm.

or

Daily

Select and confirm the option shown.

Save

Confirm.

Deleting and checking a saved appointment

Open the Program/Service menu → page 40.

Timed reminder off

Select and confirm the option shown.

Delete

Confirm.
The reminder is deleted.

or

Exit

Select and confirm the option shown.
The reminder is not deleted.

Step by Step

Using timed reminders

Prerequisite: You have saved a reminder → page 117. The saved time arrives.

Reminder at 1200

The phone is ringing. The appointment time is displayed.

Press key twice.

or

Lift the handset and replace it again.

If you do not answer the timed reminder, it is repeated five times and then deleted.

Step by Step

Sending a message

You can send short text messages to individual stations or groups of stations with system telephones.

Creating and sending a message

Open the idle menu → page 28.

or

Open the context menu during a call

Send message

select and confirm the option shown.

Enter the internal station number of the recipient or group.

0=Please callback

Select predefined text (can be changed by service personnel) and confirm.

or

0+ ... 9wxyz

Enter the code.
The code is shown on your display with the corresponding message.

or

Enter message text

Select and confirm, for information on how to enter text → page 24.

Send

Confirm.

Transmitted text messages are saved as callback requests on system telephones with no display and on ISDN, pulse or tone dialing telephones.

Displaying and deleting messages you have sent

Prerequisite: The recipient has not yet accepted a sent message.

Open the idle menu → page 28.

View sent message

Select and confirm the option shown.

Message sent

Confirm.

The text message is displayed.

Delete

Select and confirm the option shown.

The message is deleted.

Step by Step

Viewing and editing incoming messages

Pay attention to the notes on → page 39.

The LED lights up. Press the key shown.

or

View messages

Confirm.

The sender's caller ID appears on the display.

Message sent

Confirm.

The text message appears on the display.

Viewing the transmission time

Time/date sent

Confirm.

Calling the sender

Call sender

Select and confirm the option shown.

Deleting messages

Delete

Select and confirm the option shown.

Step by Step

Leaving an advisory message

You can leave messages/advisory messages on your phone's display for internal callers that wish to contact you in your absence.
When you receive a call, the message appears on the caller's display.

Open the idle menu → page 28.

Advisory msg. on

Select and confirm the option shown.

0=Will return at:

Select predefined text (can be changed by service personnel) and confirm.

or

0+ ... 9wxyz

Enter the code directly.
The code is shown on your display with the corresponding message.

Predefined messages with a colon can be completed by entering a digit.

or

Enter message text

Select and confirm, for information on how to enter text → page 24.

Save

Confirm.

Deleting advisory messages

Open the idle menu → page 28.

Advisory msg. off

Confirm.

or

The LED lights up if the "Advisory message" key is available → page 87. Press the key shown.

Step by Step

Displaying the number of waiting calls/ overload display

You can show the number of external waiting calls on the display by pressing the "View number of calls" key → page 87.

Press the " Calls in Q" key.

If the number of waiting calls exceeds a preset limit while you are engaged in another call (overload), the LED on the key lights up. Contact your service personnel to find out the waiting call limit.

LED off: There are no waiting calls.

- LED is flashing slowly:
  The set limit has been reached.
- LED is flashing quickly:
  The limit has been exceeded (overload).

Using another telephone like your own for a call

Other parties can temporarily use your phone like their own for an outgoing call.

Open the Program/Service menu → page 40.

PIN and Authorization →

Select and confirm the option shown.

Temporary Phone

Displaying and deleting messages you have sent

Enter the number of the other user.

Enter the other user's lock code → page 109.

if nec.

Change PIN

If the other user has not set a PIN, he or she is prompted to do so on his or her phone.

Enter the external phone number.

Step by Step

Change number (exchanged phone/ move/relocate)

When configured (consult your service personnel),you can move your number to any other phone.
Your phone to date is then assigned the old number of your new phone; the number including phone settings (e. g. programmed keys) are exchanged.

Prerequisite: Your old and new telephone are the first telephones at each connection. The telephones are in idle state.

The following procedure is carried out on the new phone.

Open the Program/Service menu → page 40.

Relocate

Select and confirm the option shown.

Enter own station number.

Enter code (telephone lock) → page 109.
(Not necessary if you have not set a code.)

Complete relocate

Confirm.

If you change numbers of different system phones, programmed keys are replaced with the default assignment.
You can however connect your phone to a different port and then carry out the procedure.

Step by Step

Fax details and message on answering machine

If a fax or answering machine is connected to your system and you have assigned the "Fax details" function to a programmable key → page 87, the key lights up when a fax or a message has been received.

Deactivating signaling

Press the flashing key "Fax service". The LED goes out.

Resetting services and functions (system-wide cancellation for a telephone)

A general reset procedure is available for initiated functions. The following functions are deleted, if enabled:

- Forwarding on
- Advisory msg. on
- Ringing group on
- Hunt group off
- Suppress call ID
- Call waiting tone off
- Do not disturb on
- Ringer cutoff on
- Received messages:
- View callbacks

Open the Program/Service menu → page 40.

More features ➔

Select and confirm the option shown.

Reset services

Select and confirm the option shown[1].

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

Activating functions for another telephone

If configured (contact your service personnel), you can activate and deactivate the following functions for other phones (associated service):

- Do not disturb,
  code: *97/#97 → page 111
- Call forwarding,
  code: *11, *12, *13/#1 → page 83
- Lock and unlock phone,
  code *66/#66 → page 114
- Ringing group
  code *81/#81 → page 142
- Leave an advisory message,
  code *69/#69 → page 119
- Group call,
  code *85/#85 → page 142
- Reset services and functions,
  code #0 → page 124
- Control relays,
  code *90/#90 → page 131
- Night answer,
  code *44/#44 → page 78
- Timed reminders,
  code *46/#46 → page 117

Open the Program/Service menu → page 40.

Associated serv.

Select and confirm the option shown.

Enter the internal station number of the phone where you wish to activate the function.

Enter code (for example, *97 for "Do not disturb on").

For any additional input, follow the instructions on your display.

Step by Step

Using system functions from outside DISA (direct inward system access)

If configured (contact your service personnel), you can use an external phone like an internal station to set up an outgoing external connection via the system. You can also activate or deactivate the following system functions:

- Reset services and functions, code #0 → page 124
- Call forwarding, code *1/#1 → page 83
- Lock and unlock phone, code *66/#66 → page 114
- Save your PIN, code *93 → page 116
- Send a message, code *68/#68 → page 119
- Leave an advisory message, code *69/#69 → page 121
- Ringing group, code *81/#81 → page 142
- Group call, code *85/#85 → page 142
- Caller ID suppression, code *86/#86 → page 111
- Camp-on tone, code *87/#87 → page 68
- Open door, code *61 → page 57
- Release door opener, code *89/#89 → page 58
- Control relays, code *90/#90 → page 131
- Do not disturb, code *97/#97 → page 111
- Ringer cutoff, code *98/#98 → page 110
- Dial using speed dial, code *7 → page 62
- Associated service, code *83 → page 125

Prerequisite: Your phone supports tone dialing (DTMF) or you can switch your phone to tone dialing. The phone is not connected to the system.

Establish a connection to the system. Enter the station number (contact your service personnel).

Wait for the continuous tone (if necessary, switch phone to tone dialing) and enter the internal number assigned to you and the corresponding PIN.

Enter the code (only required if programmed in the system).

Step by Step

Wait for the dial tone and enter the code for example, *97 for Do not disturb on. If necessary, make further entries; refer also to the user guide for dial pulse/DTMF phones.

or

Dial the external number.

You can only perform one function/establish one outgoing connection at a time.
The connection is cleared as soon as the function is successfully activated.
In the case of an external call, the connection is cleared as soon as one of the call partners hangs up.

Step by Step

Using functions in ISDN via code dialing (keypad dialing)

If authorized (contact your service personnel), you can access ISDN functions in some regions using codes.

Open the Program/Service menu → page 40.

Keypad dialing

Select and confirm the option shown.

Enter the required trunk number (contact your service personnel).

Entering a code for required ISDN function (contact your service personnel).

Contact your network provider to find out which ISDN functions can be code-operated in your country.

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Step by Step

Controlling Connected Computer or Their Programs/Tel. Data Service

If this function has been configured (contact your service personnel), you can control connected computers or programs running on them, such as hotel services or information systems, from your telephone.

Prerequisite: You have set up a connection.

Open the Program/Service menu → page 40.

Tel. data service

Confirm.

For entering data, you are guided by the connected computer. However, depending on configuration (contact your service personnel), you must activate your entries in one of the following ways:

Inputs in en-bloc mode

Enter data.

Complete entry.

or

Entry complete

Select and confirm the option shown.

Inputs online mode

The connected computer processes your entries directly.

Complete entry.

Enter data.

Step by Step

Communicating with PC applications over a CSTA interface

If configured (contact your service personnel), you can use your phone to communicate with PC applications (CSTA = **C**omputer **S**upported **T**elecommunications **A**pplications). You send information to the application and receive information from the application, for example, via your phone display.

Press the "Data I/O" key, key programming → page 87.

Enter the three-digit ID for the application you wish to control.

Use the TouchGuide and the keypad for communication with the application.

Temporarily interrupting communication with the application

The phone is ringing. You answer the call.

The LED on the "Data I/O" key flashes: Communication to the application is automatically interrupted.

Resuming communication with the application

Press the flashing "Data I/O" key. The LED lights up.

Ending communication with the application

Select and confirm the relevant CSTA message.

or

Lift the handset and replace it again.

Step by Step

Controlling relays (only for HiPath 3000)

If this function has been configured (contact your service personnel), you can use up to four relays to enable/disable different devices (such as a door opener). Depending on how you program the relays, you can activate and deactivate them manually them or configure them to activate and deactivate automatically (after timeout).

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 131!

Control Relay On

Select and confirm the option shown,

or

Control Relay Off

select and confirm the option shown.

1 ␣ ... 4 ghi

Enter the relay.

Sensors (HiPath 33x0/35x0 only)

If configured (consult your service personnel), sensors are able to recognize signals, call your phone, and display an appropriate message on the screen.

Step by Step

Paging persons (not for U.S., not for HiPath 500)

If radio paging equipment (PSE) is connected to your system (contact your service personnel), you can locate people via their pocket receivers.

Pocket receivers signal a call request to the person you want to page. This person can then answer the page at the nearest phone.

Paging persons

To ensure that you can be found, you must have enabled a ringing group → page 142, call forwarding → page 79 or call forwarding-no answer to the internal station number of your PSE.
A call request is signaled automatically.

Answering the page from the nearest telephone

Lift the handset.

Enter the code.

Enter own station number.

Step by Step

Making calls in the team/executive/secretary configuration

If configured (consult your service personnel), you belong to a team of subscribers with multiple lines (multiline → page 13). Your phone features trunk keys (MULAP keys) → page 134.

Lines

A distinction is made between primary and secondary lines. Each of these line types can be used on a private or shared basis → page 133.

Primary line

All multi-line telephones have a primary line. This line can be reached in the usual manner via your public phone number. Incoming calls are signaled on this line.

Secondary line

The secondary line on your phone is used as a primary line by another subscriber. Your primary line, which is configured on another telephone, simultaneously functions as the secondary line on that telephone.

Line utilization

Private line

A line that is used by a single telephone. This line cannot be used as a secondary line by another telephone.

Shared line

A line that is configured on multiple telephones. The line status (if configured) is displayed for all telephones that share this line. If, for example, a shared line is being used by a telephone, a status message indicating that this line is busy is displayed on all other telephones.

Direct call line

A line with a direct connection to another telephone.

You can see the status of the line from the LED.

Step by Step

Line seizure

Line seizure must be configured (consult your service personnel). If automatic line seizure is configured, a trunk is automatically assigned when you lift the handset or press the trunk key.

Trunk keys

The programmable sensor keys on multi-line phones function as trunk keys. Every sensor key programmed as a "Trunk key" (key label: Transfer Trk) corresponds to a trunk with the result that you can configure up to eight trunks in OpenStage 60/80 T.

As a team member, you can independently program the following functions on sensor keys → page 87:

- Direct station select
- Join/leave group
  (not available on executive phone in an executive/secretary team)
- Ring Transfer: On/Off
  (only in an executive/secretary team)

You can also program a sensor key with the function "Forward Line" (call forwarding) for each line.

LED displays on trunk keys

LED		Explanation
	Off	– The line is in idle mode.
	Flashing[1]	– Incoming call on the line – Hold reminder is activated – The line is on "Hold".
	On	– The line is busy.

[1] In this manual, flashing sensor keys are identified by this icon, regardless of the flashing interval. The flashing interval represents different statuses, which are described in detail in the corresponding sections of the manual.

Step by Step

Answering calls with the trunk keys

Prerequisite: You can see an incoming call on a trunk.

if nec. Press the trunk key that is flashing quickly.
(only if Prime Line → page 134 is not active).

Lift the handset.

or Speakerphone mode.

Dialing with trunk keys

if nec. ▬ Select a line (only if Prime Line → page 134 is not active).

Enter the station number.

Lift the handset.

or Speakerphone mode.

Placing a call on hold on a trunk key and retrieving the held call

Prerequisite: You are conducting a call via one of your group's trunks. The "Hold" key has been programmed on your telephone → page 87.

Hold

▬ Press the "Hold" key.

if nec.

or Replace the handset or press the key shown.
Depending on the configuration (contact your service personnel), this may be necessary so other team members can also pick up the call on hold.

Retrieving the call

Press the trunk key flashing slowly.

Step by Step

Making calls on multiple lines alternately

Prerequisite: You are conducting a call via one of your group's trunks. Another trunk key is flashing.

Press the flashing trunk key. The first call party is on hold on the other trunk.

Press the trunk key flashing slowly. The second call party is on hold.

You can switch between lines as often as you wish. Press the trunk key flashing slowly each time.

MULAP conference release

If configured (consult your service personnel), you can program a sensor key on your phone with the function "MULAP Privacy Release"→ page 87. The default label is "Priv Release".

If you program this key, you do not have to use the menu to set up a conference. Your team partner only has to press the flashing trunk key associated with your trunk on his or her phone to immediately join the conference.

You are conducting a call.

Press the "Priv Release" key. The LED lights up.

Up to three team members can now join the conference.

Prerequisite: The trunk on which you are speaking is configured on the other phone as a trunk key.

Press the flashing trunk key.

Step by Step

Direct station selection key

Your phone features a programmable sensor key configured for direct station selection for every team member.

Meaning of LED displays on DSS keys

LED		Meaning of function key
■	Off	Team party not on a call.
⚡	Flashing[1]	**Quickly**: I am being called, please accept. **Slowly**: Another party is being called and has not yet answered.
□	On	Team party is on a call or has activated DND.

[1] In this manual, flashing sensor keys are identified by this icon, regardless of the flashing interval. The flashing interval represents different statuses, which are described in detail in the corresponding sections of the manual.

Using DSS keys to answer calls

Prerequisite: Your telephone rings or the DSS key flashes.

if nec. ⚡ Press the flashing DSS key.

Lift the handset.

or

Press the key shown.

Calling a team member directly

■ Press the DSS key.

or

□ If the team member you wish to reach is engaged in another call, the DSS key on your telephone is lit. You can still make the call in this case.

Lift the handset.

or Speakerphone mode.

Step by Step

Transferring a call in progress

Press the DSS key and announce the call if necessary.

Replace the handset.

or

Press the key shown.

Accepting a call for another team member

Press the flashing DSS key or trunk key.

Lift the handset.

or Speakerphone mode.

Step by Step

Forwarding calls on trunks

You can immediately forward internal or external calls to different internal or external telephones (destinations). (External destinations require special configuration in the system).
Activating call forwarding for one trunk activates the function for all trunk keys assigned to this trunk in your group.

Open the Program/Service menu → page 40.

Forward Line: On

Select and confirm the option shown.

Press the required trunk key.

or

Enter the required trunk number.

or

If available. Press the "CFW MULAP" key.
(You have programmed a key with the incomplete "CFW MULAP" function, excluding the call forwarding type and destination → page 87.)

1=all calls

Confirm,

or

2=external calls only

select and confirm the option shown,

or

3=internal calls only

select and confirm the option shown.

or

1 ␣ **or** 2 abc **or** 3 def

Enter the code.

Enter the destination phone number.

Confirm.

or

If available. Press the "CFW MULAP" key. (You have programmed the "CFW MULAP" key with the call forwarding type and destination, → page 87.)

Step by Step

Deactivating call forwarding

Open the Program/Service menu → page 40.

Forward Line: Off

Select and confirm the option shown.

Press the required trunk key.

or

Enter the required trunk number.

or

If available. Press the "CFW MULAP" key.

If you have activated call forwarding for a trunk, a special dial tone sounds when the line is seized.

Understanding the LED displays on the sensor key for "CFW MULAP"

The LED on the "CFW MULAP" key is off - call forwarding is not active for this trunk.

The LED on the "CFW MULAP" key lights up - call forwarding is active for this trunk.

The LED on the "CFW MULAP" key is flashing **slowly**, the trunk is the call forwarding destination.

Step by Step

Transferring calls directly to the executive phone

Normally, all calls for the executive are audibly signaled only by the secretary phone.
You can set audible signaling so calls are signaled only by the executive phone or by a second phone assigned to it.

Prerequisite: On your phone there is a sensor key programmed with the function "Ring Transfer". The default label is "Ring xfer".

This function is only available for the executive/secretary configuration.

Activating

Press the "Ring xfer" key. The LED lights up.

or

Open the Program/Service menu → page 40.

Ring Transfer: On

Select and confirm the option shown.

Press the required trunk key.

or

Enter the required trunk number.

Deactivating

Press the "Ring xfer" key. The LED goes out.

or

Open the Program/Service menu → page 40.

Ring Transfer: Off

Select and confirm the option shown.

Press the required trunk key.

or

Enter the required trunk number.

Step by Step

Using team functions

If configured (consult your service personnel), your telephone is part of a team. The team consists of internal phones that are able to use certain functions.

Activating/deactivating a group call

If configured (consult your service personnel), you belong to one or more groups of stations, which can be reached via hunt group or group call station numbers. Incoming calls are signaled one after the other (= hunt group) or simultaneously (= group call) on all phones in the group, until a group member answers the call.
You can also belong to a team (including executive/secretary configurations) in which station numbers are programmed on trunk keys → page 133.

Every group member can still be reached at his or her personal phone number.

You can activate and deactivate the audible signal for a hunt group, group call or individual trunks in a group (including executive/secretary).
If the LED on a programmed "Hunt group" key is illuminated → page 87, this means that the audible tone was activated for at least one group.

This function is not available for the executive phone in team/executive/secretary configurations.

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 147!

Open the idle menu → page 28.

Leave group

Select and confirm the option shown[1].

or

Join group

Select and confirm the option shown.

or

or

Press the "Hunt group".

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

You belong to multiple groups or to one group with trunk keys (including executive/secretary configuration).

Open the idle menu → page 28.

Leave group

Select and confirm the option shown[1],

or

Join group

select and confirm the option shown.

or

Press the "Hunt group".

301 X Group name

If an "X" appears between group/trunk number (such as 301) and group name, the audible tone is active for this group or trunk.

or

301 Group name

No "X" means that the audible tone is deactivated.

Next

Confirm. The next group/trunk number is displayed with a group name.

or

Leave group

Select and confirm the option shown[1].
The audible tone for the group/trunk displayed is deactivated.

or

Join group

Select and confirm the option shown[1].
The audible tone for the group/trunk displayed is activated.

or

#=Leave all groups

Select and confirm the option shown[1].
The audible tone for all groups and trunks is deactivated.

or

*=Rejoin all groups

Select and confirm the option shown[1].
The audible tone for all groups and trunks is activated.

If you have activated the audible tone for another group/trunk or deactivated the audible tone for all groups/trunks you belong to, you will hear a special dial tone when you lift the handset.

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

Accepting a call for another member of your team

You can use your own telephone to accept calls for other telephones in your team, even while engaged in an ongoing call. To do this, contact your service personnel to find out if a pickup group has been configured.

Prerequisite: Your telephone rings briefly. "Call for:" appears on the upper display line with the station number/name of the originator; the station number/name of the caller appears on the lower line.

Pickup - group

Select and confirm the option shown.

Ringing group

You can have calls for your telephone signaled audibly at up to five other internal phones. The phone that answers the call first receives the call.

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 150!

Saving, displaying, and deleting telephones for the ringing group

Open the Program/Service menu → page 40.

Destinations →

Confirm.

Ringing group on

Select and confirm the option shown[1].

Follow the display prompts (enter the internal station number).

If your phone belongs to a ringing group, your display will show the station number or the name of the originator on the upper line and that of the caller on the lower line.

Removing all telephones in a call ringing group

Open the idle menu → page 28.

Ringing group off

Select and confirm the option shown.

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

Uniform Call Distribution (UCD)

If configured (consult your service personnel), you may belong to a group of stations (agents), to which calls are distributed.
An incoming call is always assigned to the agent idle the longest.

Logging on and off at the beginning and end of your shift

Open the Program/Service menu → page 40.

Destinations → — Confirm.

UCD → — Select and confirm the option shown[1].

Log on — Confirm,

or

Log off — select and confirm the option shown.

To log on, enter your identification number ("Agent:"). Contact your service personnel to find out what it is.

Logging on and off during your shift

Open the Program/Service menu → page 40.

Destinations → — Confirm.

UCD → — Select and confirm the option shown[1].

Not available — Confirm,

or

Available — select and confirm the option shown.

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

Requesting and activating a work time

You can request/activate work time to ensure you have enough time to wrap up the last call. Your phone is excluded from call distribution for a set period or until you log back on.

Open the Program/Service menu → page 40.

Destinations → Confirm.

UCD → Select and confirm the option shown[1].

Work on Confirm,

or

Work off select and confirm the option shown.

Turning the night service on and off for UCD

Open the Program/Service menu → page 40.

Destinations → Confirm.

UCD → Select and confirm the option shown[1].

UCD night on Confirm,

or

UCD night off select and confirm the option shown.

Display the number of waiting calls

Open the Program/Service menu → page 40.

Destinations → Confirm.

UCD → Select and confirm the option shown[1].

Calls in queue Confirm.

[1] „Differing display view in a HiPath 4000 environment (not for HiPath 500)" → Seite 185

Step by Step

Special functions in the LAN (not for HiPath 500)

If your telephone is operating in a HiPath 5000 environment, multiple HiPath 3000 systems are interconnected via a LAN (**L**ocal **A**rea **N**etwork, e. g. proprietary PC network). You are conducting a call via the LAN (PC network).
In this instance, you must note certain particularities for some functions. These are described in this section.

Leaving hunt group/group call

Prerequisite: You are part of a hunt group/group call → page 142 in another HiPath 3000.

Open the idle menu → page 28.

DISA intern

Select and confirm the option shown.

Enter the (DISA) station number of the other HiPath 3000.

OK or

Confirm your entry.

Enter the (DISA) station number of your phone.

OK or

Confirm your entry.

Leave group

Confirm,

or

Join group

select and confirm the option shown.

You belong to multiple groups associated with another HiPath 3000

Enter group number for "directed joining/leaving".

Step by Step

Setting up "follow me" call forwarding

You can activate/deactivate call forwarding HiPath 5000 for your phone from other phones in the → page 83 environment.

Open the idle menu → page 28.

DISA intern

Select and confirm the option shown.

(DISA) station number of your HiPath 3000.

OK or #

Confirm your entry.

Enter the (DISA) station number of your phone.

OK or #

Confirm your entry.

Activating

Open the idle menu → page 28

Forwarding on

Select and confirm the option shown.

1=all calls

Confirm,

or

2=external calls only

select and confirm the option shown,

or

3=internal calls only

select and confirm the option shown.

Enter the destination phone number.

Save

Confirm.

Deactivating

Open the idle menu → page 28.

Forwarding off

Select and confirm the option shown.

Step by Step

Using night answer

If authorized (contact your service personnel), you can define telephones in other HiPath 3000 communications platforms as the night answer → page 78.

Open the idle menu → page 28.

DISA intern

Select and confirm the option shown.

Enter the (DISA) station number of the HiPath 3000 where the night answer phone is connected.

OK or #

Confirm your entry.

Enter the (DISA) station number of the phone you are using to activate/deactivate night answer.

OK or #

Confirm your entry.

Activating

Open the idle menu → page 28.

Night answer on

Select and confirm the option shown.

Enter the destination number (= temporary night answer service).

Save

Select and confirm the option shown.

Deactivating

Open the idle menu → page 28.

Night answer off

Select and confirm the option shown.

Step by Step

Ringing group

You can have calls for your telephone signaled audibly at external telephones or at telephones in other HiPath 3000 communications platforms → page 142.

Saving, displaying, and deleting telephones for the ringing group

Open the Program/Service menu → page 40.

Destinations →

Confirm.

Ringing group on

Select and confirm the option shown.

Add to ringing group

Confirm,

or

Add another station

select and confirm the option shown,

or

Display/remove

select and confirm, then follow the operating instructions.

Enter the station number.

Entry complete

Confirm.

Save

Confirm.

Exit

Select and confirm the option shown.

Removing all telephones in a call ringing group

Open the idle menu → page 28.

Ringing group off

Select and confirm the option shown.

Step by Step

Controlling relays (only for HiPath 3000)

If this feature is configured (contact your service personnel), you can also control relays → page 131 in other HiPath 3000 communications platforms.

Open the idle menu → page 28.

DISA intern

Select and confirm the option shown.

Enter the (DISA) station number of the HiPath 3000, where you wish to control the relay.

OK or #

Confirm your entry.

Enter the (DISA) station number of the phone you wish to use to control the relay.

OK or #

Confirm your entry.

Control Relay On

Confirm,

or

Control Relay Off

select and confirm the option shown.

1 ␣ ... 4 ghi

Enter the relay.

Step by Step

Opening a door

If configured (contact your service personnel), you can also activate the door opener → page 57 in other HiPath 3000 communications platforms.

Open the idle menu → page 28.

DISA intern

Select and confirm the option shown.

Enter the (DISA) station number of the HiPath 3000, where you wish to control the relay.

OK or #

Confirm your entry.

Enter the (DISA) station number of the phone you wish to use to control the relay.

OK or #

Confirm your entry.

Open door

Select and confirm the option shown.

Dial the entrance telephone number.

Step by Step

Individual phone configuration

Adjusting display settings

Adjusting the display to a comfortable reading angle

You can swivel the display unit. Adjust the display unit so that you can clearly read the screen.

Screensaver

Activate a screensaver for the telephone idle state.

Activating the screensaver

Prerequisite: Your service personnel have loaded pictures to the OpenStage.

Press the key shown until the "Settings" tab is active.

User

Confirm the option shown.

if nec.

Enter and confirm the user password.

Phone

Select and confirm the option shown.

Screensaver

Select and confirm the option shown.

Select the "Enabled" entry.

No ➔

The phone displays the current setting.
Confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm the option shown.

Step by Step

Automatic screensaver activation

Set how long OpenStage should be idle before the screensaver automatically activates.

Press the key shown until the "Settings" tab is active.

User
Confirm the option shown.

if nec.
Enter and confirm the user password.

Phone
Select and confirm the option shown.

Screensaver
Select and confirm the option shown.

Inactivity delay (mins)
Select

30
Confirm[1].

or

20
Select and confirm the value you want in the context menu.

Select the "Options" entry.

Save & exit
Select and confirm the option shown.

or

Press the key shown.

Save
Confirm the option shown.

[1] The phone displays the current setting.

Step by Step

Screensaver fade-in time

Set the speed at which the screensaver images change here (5 - 60 seconds).

Press the key shown until the "Settings" tab is active.

User

Confirm.

if nec.

Enter and confirm the user password.

Phone

Select and confirm the option shown.

Screensaver

Select and confirm the option shown.

Select the "Transition delay (secs)" entry.

10 ➔

The phone displays the current setting.
Confirm.

15

Select and confirm the value you want in the context menu.

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm.

Step by Step

Color scheme

Select your preferred appearance for the menu display here.

For sample display themes, see → page 25.

Press the key shown until the "Settings" tab is active.

User

Confirm.

if nec.

Enter and confirm the user password.

Phone

Select and confirm the option shown.

Display

Select and confirm the option shown.

Select the "Set skin" entry.

Crystal Sea ➔

The phone displays the current setting.
Confirm.

Warm Grey

Select and confirm the option shown in the context menu.

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm.

Step by Step

Lamp brightness for TouchSlider

Adjust the brightness of the TouchSlider → page 18 by choosing one of the six settings available.

Press the key shown until the "Settings" tab is active.

User — Confirm.

if nec. Enter and confirm the user password.

Phone — Select and confirm the option shown.

Display — Select and confirm the option shown.

Select the "Slider brightness" entry.

Confirm.

or Setting contrast.

Confirm.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm the option shown.

Step by Step

Set the sensitivity of the TouchGuide

Press the key shown until the "Settings" tab is active.

User — Select and confirm the option shown.

if nec. Enter and confirm the user password.

Phone — Select and confirm the option shown.

TouchGuide — Select and confirm the option shown.

Touchguide setting — Select the option shown.

Confirm the option shown.

By sliding

or

by pressing you can choose one of four levels for the sensitivity.

Confirm the option shown.

Save & exit — Select and confirm the option shown.

Step by Step

Contrast for the OpenStage Key Module

If you have connected an OpenStage Key Module, you can adjust the key label contrast to suit your ambient lighting.

Press the key shown until the "Settings" tab is active.

User

Confirm.

if nec.

Enter and confirm the user password.

Phone

Select and confirm the option shown.

Display

Select and confirm the option shown.

Select the "Sidecar contrast" entry.

Confirm.

or

Setting contrast.

Confirm.

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm.

Step by Step

Adjusting audio settings

Optimize the audio settings on your OpenStage for your environment and according to your personal requirements.

Volumes

Use the TouchSlider to adjust the current volume settings → page 18.

You can preset different volumes for the following microphones and signals in eight levels:

- Loudspeaker
- Ringer
- Handset
- Headset
- Handsfree
- Rollover
- Warning tone

Press the key shown until the "Settings" tab is active.

User — Confirm.

if nec. — Enter and confirm the user password.

Audio — Select and confirm the option shown.

Volumes — Select and confirm the option shown.

Select the entry you want (e.g. "Ringer").

Confirm.

or — Set volume.

While setting the volume, you will hear corresponding audio feedback.

Confirm.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm.

Step by Step

Room character

Configuring the appropriate acoustic settings for your environment:

- Normal
- Echoing
- Muffled

Press the key shown until the "Settings" tab is active.

User — Confirm.

if nec. — Enter and confirm the user password.

Audio — Select and confirm the option shown.

Settings — Select and confirm the option shown.

Select the "Room character" entry.

Normal ➔ — The phone displays the current setting.
Confirm.

Echoing — Select and confirm the required setting (e.g. "Echoing").

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Confirm the option shown.

Step by Step

Setting headset port use

Here you set whether you are using a wired or cordless DECT headset.

Press the key shown until the "Settings" tab is active.

User

Confirm the option shown.

if nec.

Enter and confirm the user password.

Audio

Select and confirm the option shown.

Settings

Select and confirm the option shown.

Headset port

Select

Wired headset

From the following setting[1] select and confirm the option shown in the context menu.

- Wired headset
- Wireless headset
- Conference phone

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm the option shown.

[1] The phone displays the current setting.

Step by Step

Ringtone

Select your preferred ringtone from the available audio files. To upload your own files in ".mp3" or ".wav" format, please contact your service personnel.

Press the key shown until the "Settings" tab is active.

User

Confirm the option shown.

if nec.

Enter and confirm the user password.

Audio

Select and confirm the option shown.

Settings

Select and confirm the option shown.

Select the "Ringer file" entry.

xxx.mp3 ➔

The phone displays the current setting.
Confirm the option shown.

xxx.mp3

Select and confirm the required file in the context menu. You will immediately hear the associated ringer melody. Confirm the selected ringtone file.

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm the option shown.

Step by Step

Activating/deactivating the ringer

You can see whether the function is activated or deactivated from the corresponding icon in the status bar on the display → page 25.

Hold down the key shown.

Adjusting the volume during a call

You are conducting a call.

Set the volume using the TouchSlider → page 18.

En-bloc dialing

If "en-bloc dialing" is activated, you can delete characters with the return key and re-enter them when entering a number. The connection is only set up when you have confirmed "Dial".

Press the key shown until the "Settings" tab is active.

User

Confirm the option shown.

if nec.

Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Outgoing calls

Select and confirm the option shown.

Select the "en-bloc dialing" entry.

Deactivated →

The current setting is shown on the display.

Activated →

Select and confirm the option shown in the context menu.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm the option shown.

Step by Step

Language for system functions

Open the Program/Service menu → page 40.

More features ➔

Select and confirm the option shown.

Select language

Confirm.

Spanish

Select the language you wish to use (such as "Spanish") and press the "OK" dialog key to confirm.

Step by Step

Configuring Bluetooth

Bluetooth is only available on OpenStage 60/80 T when the function is activated by your service personnel.

You can use the following description to prepare your OpenStage 60/80 T for Bluetooth connection with another Bluetooth device.

For a brief explanation of function and key terms, see → page 176.

For sample applications, see → page 177.

Bluetooth settings

Press the key shown until the "Settings" tab is active.

User

Confirm.

if nec.

Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Bluetooth

Select and confirm the option shown.

Configuration

Select and confirm the option shown.

The "Bluetooth settings" page opens.

Activating/deactivating Bluetooth

Prerequisite: The "Bluetooth settings" page opens → page 166.

Select the "Active" entry.

No ➔

The phone displays the current setting.
Confirm.

Yes

Confirm the option shown in the context menu.

Step by Step

Discoverability

Set whether your OpenStage should be discoverable for other Bluetooth devices.
For more information, see → page 176.

Prerequisite: The "Bluetooth settings" page opens → page 166.

Select the "Erkennbar" entry.

No →

The phone displays the current setting.
Confirm.

Yes

Confirm the option shown in the context menu.

Bluetooth name

Here you can determine which name your OpenStage should use to register at other Bluetooth devices.

By factory default, the Bluetooth name is: OpenStage [MAC address of your telephone].

Prerequisite: The "Bluetooth settings" page opens → page 166.

Select the "Phone name" entry.

OpenStage (08:0...

The phone displays the current setting.
Confirm.

if nec. ⮌

Delete preconfigured setting.

Specify and confirm the required name.

Linking

Select how the linking should be implemented here.
For more information, see → page 176.

Prerequisite: The "Bluetooth settings" page opens → page 166.

Select the "Pairing mode" entry.

No →

The phone displays the current setting.
Confirm.

No

Select and confirm the option shown in the context menu

or

Prompt

Select and confirm the option shown,

Step by Step

or

Automatic — select and confirm the option shown.

PIN

The PIN contains at least four alphanumeric characters.

Prerequisite: The "Bluetooth settings" page opens → page 166.

Select the "Pairing password" entry.

**** — The phone displays the current setting. Confirm.

if nec. ⮌ Delete current entry.

Enter and confirm the PIN.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

⮌ Press the key shown.

Save — Confirm.

Connecting/disconnecting a Bluetooth device

Prerequisite: The linking manager list contains entries → page 169.

XYZ → — Select and confirm the required device.

Connect — Select and confirm the option shown in the context menu,

or

Disconnect — select and confirm the option shown.

Step by Step

Managing Bluetooth devices

Linking manager list

Once you have scanned the area for Bluetooth-enabled devices, you can link your OpenStage to another device → page 176. Once linked, these devices are added to the list.

Black list

Once you have scanned the area for Bluetooth-enabled devices, you can add Bluetooth-enabled devices that you do not wish to connect to your OpenStage to this list.

You cannot establish connections via Bluetooth with devices in this list, until they have been deleted from the list.

Create list/scan area

Press the key shown until the "Settings" tab is active.

User

Select and confirm the option shown.

if nec.

Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Bluetooth

Select and confirm the option shown.

Paired devices

Select and confirm the option shown.

or

Blacklist

Select and confirm the option shown.

Options ➔

Confirm.

Add device

Select and confirm the option shown in the context menu.

The search starts automatically.
You receive a list of all Bluetooth devices in the area.

XYZ ➔

Select and confirm the required device.

Step by Step

Only for the linking manager list

Enter and confirm the agreed PIN → page 168.

If the linking request is confirmed on the corresponding Bluetooth device and the password entered, the link is performed and the device is permanently entered in the list.

Open the list

Prerequisite: The linking manager list or the black list contains entries → page 169.

Press the key shown until the "Settings" tab is active.

User

Select and confirm the option shown.

if nec.

Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Bluetooth

Select and confirm the option shown.

Paired devices

Select and confirm the option shown.

or

Blacklist

Select and confirm the option shown.

Delete all entries from the list.

Options ➔

Confirm.

Delete all

Select and confirm the option shown in the context menu.

Delete

Confirm.

Step by Step

Change an entry name

A Bluetooth device is entered in the list with the name set in the device. This is often the device type. You can change this name.

Open the required list → page 170.

XYZ → — Select and confirm the required device.

Rename — Select and confirm the option shown in the context menu.

if nec. ⮌ — Delete preconfigured setting.

Enter and confirm the new name.

Deleting a specific entry from a list

Open the required list → page 170.

XYZ → — Select and confirm the required device.

Delete — Select and confirm the option shown in the context menu

Delete — Confirm.

Step by Step

Context menu

Here you can define whether context menus → page 30 should close automatically, and define the display duration.

Closing automatically

Press the key shown until the "Settings" tab is active.

User

Confirm.

if nec.

Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Context menu

Select and confirm the option shown.

Select the "Auto hide allowed" entry.

No ➔

The phone displays the current setting.
Confirm.

Yes

Select and confirm the option shown in the context menu.

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm.

Step by Step

Setting the automatic display duration

Here you can define how long context menus should remain open.

Press the key shown until the "Settings" tab is active.

User — Confirm.

if nec. — Enter and confirm the user password.

Configuration — Select and confirm the option shown.

Context menu — Select and confirm the option shown.

Select the "Auto hide time" entry.

10 → — The phone displays the current setting.
Confirm.

20 — Select and confirm the value you want in the context menu.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm the option shown.

Step by Step

Resetting user data

The following user-specific settings changed via the phone menu or the Web interface can be reset to factory settings.

- Display settings
- Screensaver

Personal images for the screensaver are delete and deleted default images are restored (administration e.g. using the OpenStage Manager).

- Audio settings
  - Volumes
  - Settings

Personal ringtone files are deleted and deleted default ringtone files are restored (administration e.g. using the OpenStage Manager).

- Configuration
  - Context menu
- Bluetooth
  - Configuration and lists

Attention: All listed data are reset without a warning tone. If necessary back up your data on a USB memory stick ().

Press the key shown until the "Settings" tab is active.

User

Confirm the option shown.

if nec.

Enter and confirm the user password.

Reset

Select and confirm the option shown.

All data

Select and confirm the option shown in the context menu. The user data listed above is reset to factory settings.

Step by Step

Phone test

To check the functionality of your phone, you can open the device test. One after another the LEDs of the function keys, the display and the ringtone are tested.

Prerequisite: The phone is in idle mode → page 28.

Open the Program/Service menu → page 40.

Phone test

Select and confirm the option shown.

Step by Step

Bluetooth

Bluetooth is an open standard for high-performance technology and allows wireless communication between PCs, PDAs, mobile telephones, etc.

In contrast to infrared connections, Bluetooth does not require a visual contact for communication purposes and can be used over distances of up to 10 meters.

To exchange data between Bluetooth-enabled devices, the devices need to undergo a once-off discovery procedure.

For information on how to configure OpenStage for connection to a Bluetooth device → page 166.

Discoverability

When first enabling a connection to a Bluetooth device, this function must be switched on → page 167.

The OpenStage is discoverable for other Bluetooth devices by default.

To prevent unauthorized access, we recommend deactivating discoverability once you have enabled the connection to a new Bluetooth device.

A connection is established for devices that are already connected even if the "Discoverable" function is deactivated.

Linking

Linking is the process used by two Bluetooth-enabled devices to "see" one another and to "recognize" that they can exchange data. It is therefore used for checking the access authorization of a Bluetooth device in a Bluetooth network. To do this, a 128 Bit linking key is created for subsequent identification.

Step by Step

Linking is only performed the first time contact is established between a Bluetooth device and your OpenStage. If the Bluetooth device is successfully linked, no further access authorization checks are necessary. Instead, each subsequent check uses the previously created connection key.

Transferring contacts

The Bluetooth function on your OpenStage allows you to transfer contacts in **vCard format** (file extension: .vcf) from other Bluetooth devices to your OpenStage and save them in the phonebook. You can also send phonebook entries as vCards to other Bluetooth-enabled devices.

Due to the diverse range of PCs, mobile telephones and PDA devices currently available, we are unable to provide universal instructions on how to transfer vCard files in this manual.

The instructions for data transfer via Bluetooth provided in the relevant manufacturer documentation should be observed.

Receiving a vCard

Prerequisite: The Bluetooth connection is configured between your OpenStage and one other device → page 166. A vCard file is saved on the other device.

Launch the data transfer wizard for Bluetooth and follow the instructions.

Once the vCARD is transferred, a message confirming the successful transfer is displayed on your OpenStage.

Accept

Confirm.

OK

Confirm.

The data is added automatically to the phonebook → page 96.

Step by Step

Sending a vCard

Prerequisite: The Bluetooth connection is configured between your OpenStage and one other device → page 166. A vCard file is saved on the OpenStage.

In the phonebook (→ page 96), select the entry you wish to send.

Press the key until the "Personal" tab is active.

Niels, Bohr → Select a phonebook entry.

→ Open the context menu.

Send Select and confirm the option shown.

The "Send vCard via Bluetooth" page is displayed.

Sending to a linked device

Paired devices → Select and confirm the option shown.

XYZ → Select and confirm the option shown in the context menu for device.

or

Sending to an unconnected device

Options → Select and confirm the option shown.

Search Select and confirm the option shown in the context menu.

A search is started and detected devices listed.

XYZ → Select and confirm the relevant device in the list.

The vCard is sent.

Perform the necessary steps on the destination device to save the vCard data.

Detected devices are then deleted from the list.

Step by Step

Using a Bluetooth headset

You can connect an approved Bluetooth headset to your OpenStage 60/80 T. Ask your service personnel about approved headset types.

You are recommended not to activate the speakerphone feature when using a Bluetooth headset → page 46 because depending on headset and environment, this can lead to reduced speech quality.

Prepare your Bluetooth headset for connection with your OpenStage by following the instructions in the relevant user manual.

Proceed as following to prepare your OpenStage:
- Activate the Bluetooth function → page 166.
- Enter the headset in the linking list[1] → page 169.
- Establish the Bluetooth connection → page 168.

Testing a Bluetooth headset

Prerequisite: OpenStage and the Bluetooth headset are connected (see procedure above).

Press the key shown.

You hear the on-hook signal.

Enter the station number.

The connection is established as soon as your input is complete.

if nec. Set the call volume.

[1] only necessary the first time

Step by Step

Data backup to USB memory stick

You can save your OpenStage 60/80 T user settings and personal phonebook entries as files on a USB memory stick and download (restore) all or, where applicable, selected data to your or another OpenStage 60/80 T.

Every backup is given a separate name and is password-protected. The content of the backup is encrypted by entering the password. The data can be restored again only by entering the password entered previously.

Backup scope

- Entries and referenced data (e.g. image) from the personal phonebook → page 35
- Call list entries → page 37
- User menu settings → page 40
- Screensaver → page 153
- Photos
- Ring tones
- Call forwarding instructions with default destinations → page 79

The settings must be enabled for your phone.

Connecting a USB memory stick

Use a USB extension cable to connect the USB memory stick to the USB master port on the underside of the phone → page 15. The following message appears briefly.

New USB detected

The phone returns to idle mode after a few seconds and you can start to back up/restore your data → page 181, → page 182.

The following steps are only necessary if you respond to the pop-up menu before the automatic timeout.

Backup/Restore

Confirm the option shown.

if nec.

Enter and confirm the user password.

You can remove the USB memory stick by simply pulling it out.

Step by Step

Backing up user data

Prerequisite: The USB memory stick is correctly plugged in→ page 180.

Press the key shown until the "Settings" tab is active.

User — Confirm.

if nec. — Enter and confirm the user password.

Phone — Select and confirm the option shown.

Backup/Restore — Select and confirm the option shown.

Creating a new backup

Options ➔ — Confirm.

New — Select and confirm the option shown in the context menu.

Select and confirm the entry "Backup name".

Enter and confirm a name for the backup.

or

Replacing an existing backup

17.08.07 14:42 3770 ➔ — Select and confirm the required phone number.

Replace — Select and confirm the option shown in the context menu.

Select and confirm the entry "Backup password".

Enter a password.

Select and confirm the entry "Confirm password".

Re-enter the password.

Start backup ➔ — Select and confirm the option shown.

You can follow the transfer status on the display. A confirmation message appears in a pop-up window when the transfer operation is complete.

Step by Step

Restoring user data

Selecting a backup

Prerequisite: The USB memory stick is correctly plugged in → page 180 and you have created at least one data backup→ page 181.

Press the key shown until the "Settings" tab is active.

User

Confirm.

if nec.

Enter and confirm the user password.

Phone

Select and confirm the option shown.

Backup/Restore

Select and confirm the option shown.

17.08.07 14:42 3770 ➔

Select and confirm the backup you want.

Restoring all user data

This operation overwrites all current user settings → page 180 - irrespective of the status set → page 183 - with the selected backup.

This can result in the loss of settings made since the last backup.

Prerequisite: You have selected a backup and opened the context menu → page 182.

Restore

Confirm the option shown in the context menu.

The "Restore {1}:" page is displayed.

Select and confirm the entry "Backup password".

Enter the password set during the backup.

Restore all ➔

Select and confirm the option shown to start the data transfer.

Step by Step

Restoring selected user data

This operation only overwrites data in "Restore" status with the selected backup.

Prerequisite: You have selected a backup and opened the context menu → page 182.

Restore

Confirm the option shown in the context menu.

The "Restore {1}:" page is displayed.

Select an entry, such as "Phone book":

Ignore ➔

The phone displays the current setting.
Confirm.

Restore ➔

Select and confirm the option shown in the context menu to replace the phonebook data with the data backup.

Set or check the status for all other options:
- "Call logs" (for call lists)
- "Menu data" (for the user menu, incl. call forwarding)
- "Screensaver images"
- "All clip images"
- "All ringer tones"
- "All midlet data"[1]

Select and confirm the entry "Backup password".

Enter the password set during the backup.

Restore selected ➔

Select and confirm the option shown to start the data transfer.

You can follow the transfer status on the display. A confirmation message appears in a pop-up window when the transfer operation is complete.

[1] No midlets available yet.

Step by Step

Checking backups

Check which backups are stored on the USB memory stick.

Prerequisite: You have selected a backup and opened the context menu → page 182.

Full ID

Select and confirm the option shown in the context menu.

The available information is indicated in a pop-up message.

Deleting backups

You can delete invalid or old backups on your USB memory stick.

Prerequisite: You have selected a backup and opened the context menu → page 182.

Delete

Select and confirm the option shown in the context menu.

A security prompt is displayed:

Delete

Confirm.

Differing display view in a HiPath 4000 environment (not for HiPath 500)

Depending on the system configuration, some functions may not always be offered in the display as described in this document.

In addition, display texts may differ from those described in this document according to the system configuration.
The following table provides an overview:

HiPath 3000 display	HiPath 4000 display	Description
In/Out of hunt group	In/Out of each hunt group	→ page 142
Call waiting term.	Second call release?	→ page 68
Call wait.trm. on/off	Second call on/off?	→ page 68
Group call on/off	Hunt group on/off?	→ page 142
Use speed dialing	Use speed dialing?	→ page 62
Change speed dial	Speed dial?	→ page 62
Transfer trunk	Tranfer trunk?	
View callbacks	Show callback destinations?	→ page 54
Silent on/off	Ringer cutoff on/off?	→ page 110
Transfer	Transfer?	→ page 52 → page 75

Step by Step

Fixing problems

Responding to error messages on the screen

Invalid entry

Possible causes:

Station number is incorrect.

Possible reactions:

Enter correct station number.

Not authorized

Possible causes:

Locked function selected.

Possible reactions:

Apply to service personnel for authorization for relevant function.

Currently not possible

Possible causes:

Dialed a non-existent station number. Called phone is unplugged.

Possible reactions:

Enter correct station number. Call this station again later.

Invalid station number

Possible causes:

Dialed your own station number.

Possible reactions:

Enter correct station number.

Key memory is full

Possible causes:

The system currently has no free space for external station numbers.

Possible reactions:

Try again later.

Step by Step

Key affects other layer

Possible cause 1:

If "Clear other layer" appears on the menu:
you tried to program a function or internal station number with LED on a key that is already programmed on the second layer (for example, external station number).

Possible reactions:

Confirm "Clear other layer" to save the station number/function.

Possible cause 2:

If "Clear LED support" appears on the menu:
you tried to program a station number without LED display or an external station number on a key that already is already programmed with an internal phone number with LED display.

Possible reactions:

Confirm "Clear LED support" to save the station number. The existing internal station number remains on the other layer without LED display.

Contact partner in the case of problems

Contact your service personnel if a fault persists for more than five minutes, for example.

Step by Step

Troubleshooting

Pressed key does not respond:

Check if the key is stuck.

Telephone does not ring:

Check whether the "Do not disturb" function is activated on your telephone ("Do not disturb" appears on the screen → page 25). If so, deactivate it.

You cannot dial an external number:

Check whether you telephone is locked ("Not authorized" appears on the screen). If the phone is locked, enter your PIN to unlock it → page 114.

To correct any other problems:

First contact the relevant service personnel. If the service personnel are unable to correct the problem, they must contact Customer Service.

Caring for your telephone

- Never allow the telephone to come into contact with coloring, oily or aggressive agents.
- Always use a damp or antistatic cloth to clean the telephone. Never use a dry cloth.
- If the telephone is very dirty, clean it with a diluted neutral cleaner containing surfactants, such as a dish detergent. Afterwards remove all traces of the cleaner with a damp cloth (using water only).
- Never use aggressive or alcohol-based cleansers on plastic parts. The use of scouring agents is also forbidden.

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Variable call forwarding 80

W

Waiting calls 122

Overview of functions and codes

The following table lists all available functions, as shown on the display. If configured (contact your service personnel), functions can be activated interactively (select + confirm), via the Program/Service menu (select + confirm or enter a code) or with function keys.

Functions (=display)	**... Interactively**	**... Via the Program/Service menu** → page 40		**... With a key**
			Code	
Account code		✓	*60	X
Advisory msg. on	✓	✓	*69	X
Advisory msg. off	✓	✓	#69	X
Associated dial		✓	*67	X
Associated serv.		✓	*83	X
Call waiting	✓	✓	*55	X
Waiting tone off	✓	✓	*87	X
Waiting tone on	✓	✓	#87	X
Call wait.term.on		✓	*490	X
Call wait.trm.off		✓	#490	X
Callback	✓	✓	*58	X
View callbacks/Delete	✓	✓	#58	
Conference	✓	✓	*3	X
Start conference	✓			
Add party	✓			
End conference	✓	✓	#3	
Remove party	✓	✓		
Drop last conf. party			*491	
Consultation	✓			X
Return to held call	✓	✓	*0	
Quit and return	✓	✓	*0	
Transfer/Accept call	✓			
Control Relay On (only for HiPath 3000)		✓	*90	X
Control Relay Off (only for HiPath 3000)		✓	#90	X
Data I/O Service			*494	X

Functions (=display)	... Interactively	... Via the Program/Service menu → page 40		... With a key
			Code	
Directory				
1=internal	✓		*54	X
2=LDAP (not for HiPath 500)	✓		*54	X
DISA				
DISA intern (not for HiPath 500)	✓	✓	*47	X
Discreet Call (not for HiPath 500)			*945	
DND on	✓	✓	*97	X
DND off	✓	✓	#97	X
Door opener on		✓	*89	X
Door opener off		✓	#89	X
DTMF dialing		✓	*53	X
Forwarding on	✓	✓	*1	X
1=all calls	✓	✓	*11	X
2=external calls only	✓	✓	*12	X
3=internal calls only	✓	✓	*13	X
Forwarding off	✓	✓	#1	X
CFNR on		✓	*495	X
CFNR off		✓	#495	X
Trunk FWD on	✓	✓	*64	X
Trunk FWD off	✓	✓	#64	X
Forward Line: On		✓	*501	X
Forward Line: Off		✓	#501	X
Headset				X
Answer (a call)	✓			
HF answerback on	✓	✓	*96	X
HF answerback off	✓	✓	#96	X
Hotline				
Join group	✓	✓	*85	X
Leave group	✓	✓	#85	X
In hunt group	✓	✓	*85*	X
Out of hunt group	✓	✓	#85#	X

Functions (=display)	... Interactively	... Via the Program/Service menu → page 40		... With a key
			Code	
Keypad dialing		✓	*503	
Lock all phones		✓	*943	X
Lock phone	✓	✓	*66	X
Unlock phone	✓	✓	#66	X
Change PIN		✓	*93	
Mute on			*52	X
Mute off			#52	X
Night answer on	✓	✓	*44	X
Night answer off	✓	✓	#44	X
Open door		✓	*61	X
Override	✓	✓	*62	X
Page (not for HiPath 500)				
Answer page (not for U.S.)		✓	*59	
Park a call		✓	*56	X
Retrieve call		✓	#56	
Phone test		✓	*940	
Pickup - directed		✓	*59	X
Pickup - group	✓	✓	*57	X
Accept call	✓			
Prog. feature key		✓	*91	X
Recording				X
Redial	✓			
Reject calls	✓			
Release				X
Relocate	✓	✓	*9419	
Complete relocate	✓	✓	#9419	
Reserve trunk	✓			X
Reset services		✓	#0	X
Retrieve line		✓	*63	X
Ring Transfer: On		✓	*502	X
Ring Transfer: Off		✓	#502	X

Functions (=display)	... Interactively	... Via the Program/Service menu → page 40		... With a key
			Code	
Ringer cutoff on	✓	✓	*98	X
Ringer cutoff off	✓	✓	#98	X
Ringing group on		✓	*81	X
Ringing group off		✓	#81	X
Room monitor		✓	*88	X
Select language		✓	*48	
Send message	✓	✓	*68	X
View sent message	✓	✓	#68	X
View messages	✓	✓	#68	X
Mailbox				X
Shift Key				X
Show call charges (own telephone)		✓	*65	X
View call charges (other party's telephone)				X
Silent Monitor (not for HiPath 500)	✓	✓	*944	
Speaker call		✓	*80	X
Suppress call ID	✓	✓	*86	X
Restore caller ID	✓	✓	#86	X
Tel. data service		✓	*42	
Temporary MSN (not for U.S.)	✓	✓	*41	X
Temporary Phone		✓	*508	X
Timed reminder on		✓	*46	X
Timed reminder off		✓	#46	X
Toggle/Connect	✓	✓	*2	X
Trace call		✓	*84	X
Transfer	✓			
Trunk flash (not for HiPath 500)		✓	*51	X

Functions (=display)	... Interactively	... Via the Program/Service menu → page 40		... With a key
			Code	
UCD				
Log on		✓	*401	X
Log off		✓	#401	X
Available		✓	*402	X
Not available		✓	#402	X
Work on		✓	*403	X
Work off		✓	#403	X
UCD night on		✓	*404	X
UCD night off		✓	#404	X
Calls in queue		✓	*405	X
Use speed dialing		✓	*7	X
Change Speed Dial (individual)		✓	*92	X

Display icons

Application tab	
	Telephony interface → page 33
	Phonebooks → page 34
	Call logs → page 37
	Messages → page 39
	Menu → page 40
	Help function → page 42
Status bar	
	The ring tone is deactivated → page 110
	The "Do not disturb" function is activated → page 111
	The phone lock is activated → page 114
	The Bluetooth function is activated → page 166
Messages	
	You have received one or more new messages
	One or more new entries have been added to the call lists
	Call forwarding is active
Connection status	
	The call is active
	The call has been disconnected
	You have placed the call on hold (e.g. consultation hold)
	Your call partner has placed the call on hold
Phonebook entries	
	Primary business number
	Secondary business number
	Mobile phone number
	Private phone number
	The phone number is not saved in the personal phonebook

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